ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

1789

Introduction to ARIMS

Records Management and Declassification Agency

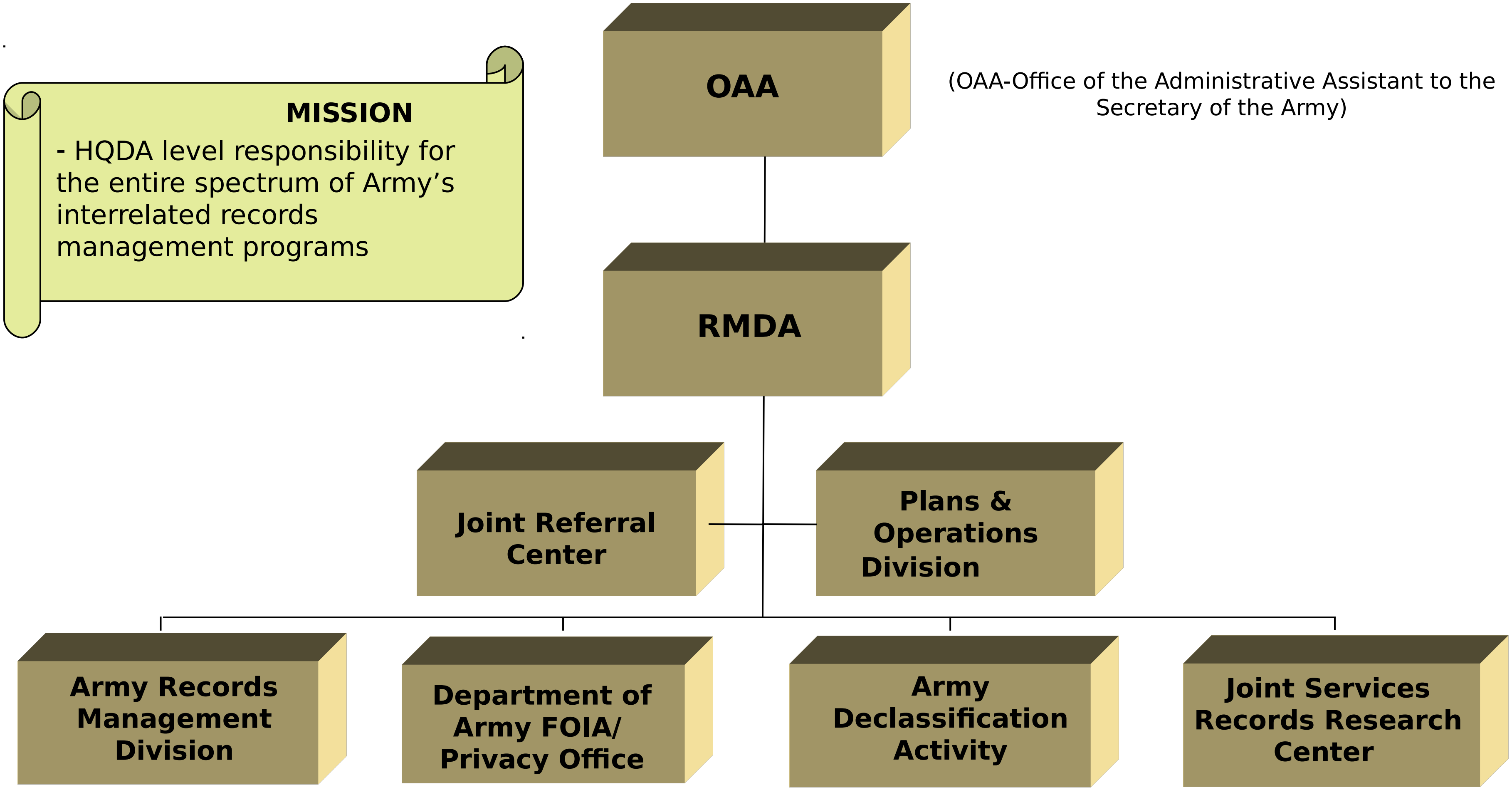
Course Outline

- Army Consolidated Records Schedule (ACRS)
- Creating an Office Records List (ORL)
- Creating Folders
- Bulk Archive Tool (BAT)
- Army Electronic Archive (AEA)
- Practical Exercise on the ARIMS Website

RMDA Organization Chart

MISSION

- HQDA level responsibility for the entire spectrum of Army’s interrelated records management programs



(OAA-Office of the Administrative Assistant to the Secretary of the Army)

OAA
RMDA
Joint Referral Center
Plans & Operations Division
Army Records Management Division
Department of Army FOIA/ Privacy Office
Army Declassification Activity
Joint Services Records Research Center

Army Records Branch Mission

Provide **oversight** and create **policy** for the Army's record management program.

Establish **programs** for records collection and preservation.

Operate and sustain the **ARIMS website** and the **Army Electronic Archive (AEA)**.

Federal Statutes

Records Management By Federal Agencies:

By law, it is required for Army organizations to maintain and preserve official records and to dispose when no longer needed. (**Title 44 USC Chapter 31 and 36 CFR Subchapter B**)

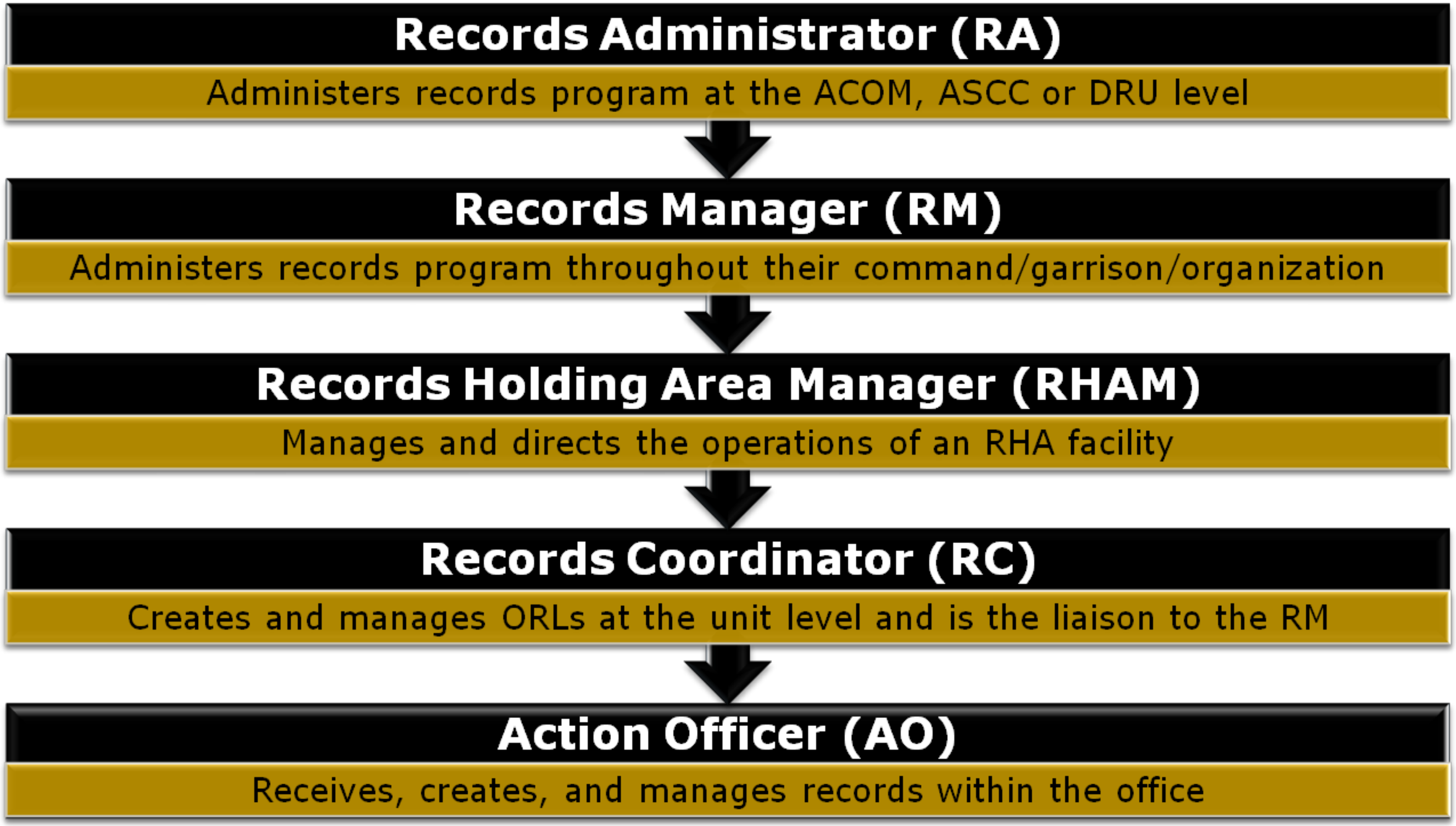
This training will give an overview of regulatory requirements and Records Management concepts and responsibilities.

Why is Records Management important to YOU?

Importance of Records Management to the Army

- **Protects** the rights and interests of the Army and its employees
- **Sustains** the Army’s business process
- **Supports** Soldiers with documentation to validate health-related claims (e.g., PTSD)
- **Documents** the Army’s history and provides Lessons Learned
- **Responds** to official requests for information from the public, Congress and the media
- **Complies** with Federal records laws (44 USC and 36 CFR)

Records Management Roles



Records Administrator (RA)

Administers records program at the ACOM, ASCC or DRU level

Records Manager (RM)

Administers records program throughout their command/garrison/organization

Records Holding Area Manager (RHAM)

Manages and directs the operations of an RHA facility

Records Coordinator (RC)

Creates and manages ORLs at the unit level and is the liaison to the RM

Action Officer (AO)

Receives, creates, and manages records within the office

What is ARIMS?

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

ARIMS major components include:

- Army Consolidated Records Schedule (ACRS)
- ORLs and Folders
- Bulk Archive Tool (BAT): Upload electronic records to AEA
- Army Electronic Archive (AEA)

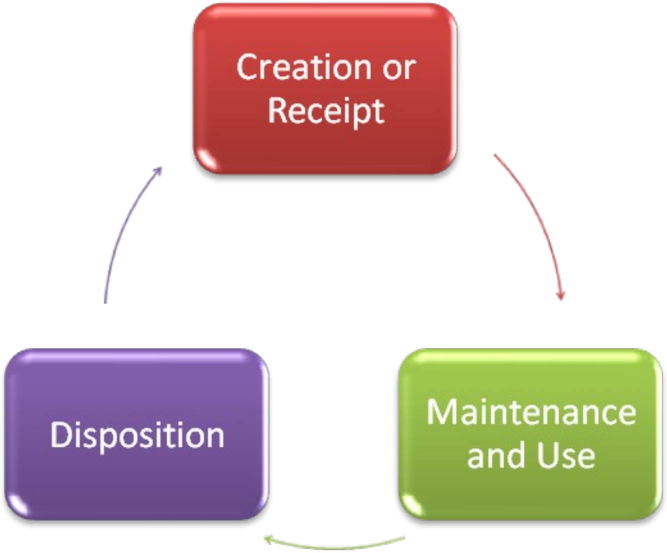
Record Attributes

- Documentary materials.
  - Paper – books, memos, forms, reports, maps, etc.
  - Electronic – emails, databases, spreadsheets
  - Audiovisual, Photographic, Video, Film
- Made or received by an agency of the government, used to conduct business, and is worthy of preservation
- Contains information on agency policies, functions, decisions, activities, operations, etc.

Record Attributes (cont.)

- Two categories of records:
  - Permanent (2-5 % of all records)
  - Temporary
    - Short term = Less than 6 years
    - Long term = Greater than 6 years
- Managed by cutoff dates
  - Fiscal Year (FY)
  - Calendar Year (CY)
  - Event Driven
- Have a lifecycle: Creation-Maintenance-Disposition

Disposition: Actions taken with records that are no longer required to conduct agency business.

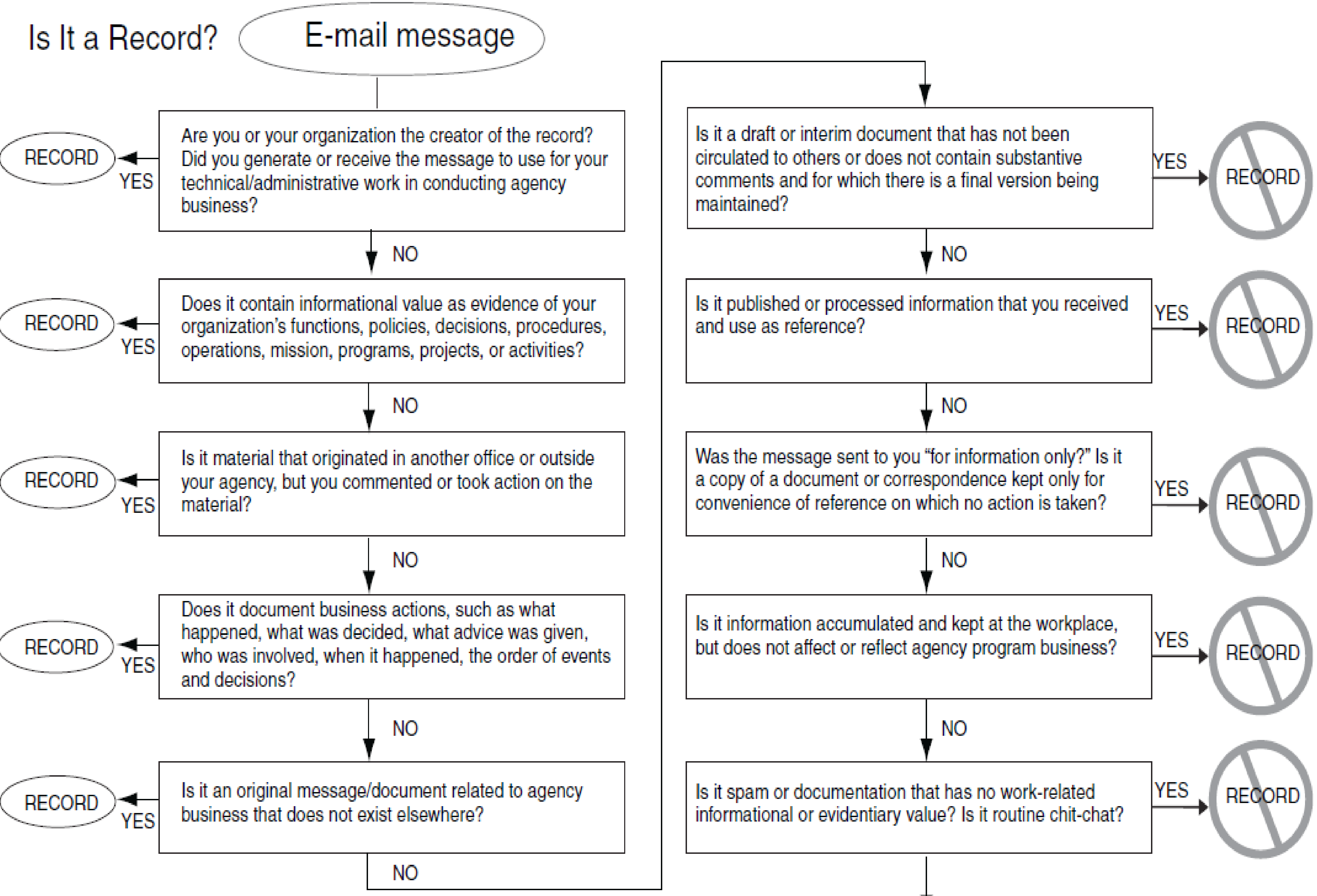


Is Email a Federal Record?

YES!!! *Maybe*

E-Mail messages are official records when they are created or received in the transaction of public/official business and are worthy of preservation.

Is It a Record?



Are you or your organization the creator of the record? Did you generate or receive the message to use for your technical/administrative work in conducting agency business?

Does it contain informational value as evidence of your organization's functions, policies, decisions, procedures, operations, mission, programs, projects, or activities?

Is it material that originated in another office or outside your agency, but you commented or took action on the material?

Does it document business actions, such as what happened, what was decided, what advice was given, who was involved, when it happened, the order of events and decisions?

Is it an original message/document related to agency business that does not exist elsewhere?

Is it a draft or interim document that has not been circulated to others or does not contain substantive comments and for which there is a final version being maintained?

Is it published or processed information that you received and use as reference?

Was the message sent to you "for information only?" Is it a copy of a document or correspondence kept only for convenience of reference on which no action is taken?

Is it information accumulated and kept at the workplace, but does not affect or reflect agency program business?

Is it spam or documentation that has no work-related informational or evidentiary value? Is it routine chit-chat?

When in doubt, treat it as a record.
Call your Records Officer for information.

Army Consolidated Records Schedule (ACRS)

Legacy Structure (RRS-A)

- 117 categories
- 6000+ record numbers (RNs)
- 6 disposition types: Keep (K), Transfer (T), Permanent (P), Unscheduled (U), Superseded (S), Rescinded (R)

ACRS “Big Buckets” Structure

CONOPS 100
- 100A

Installation Management 200
- 200A
- 200B
- 200C
- 200D

Operations and Security 300
- 300A
- 300B
- 300C
- 300D

Information Management 400
- 400A
- 400B
- 400C

Medical 500
- 500A
- 500B
- 500C

Personnel 600
- 600A
- 600B
- 600C
- 600D
- 600E

Logistics 700
- 700A
- 700B
- 700C

Administration 800
- 800A
- 800B
- 800C
- 800D

Emergency and Safety 900
- 900A
- 900B
- 900C

Legal 1000
- 1000A
- 1000B

Finance and Audits 1100
- 1100A
- 1100B

Quality Assurance 1200
- 1200A
- 1200B
- 1200C
- 1200D

ACRS Retention Periods

Medical
500

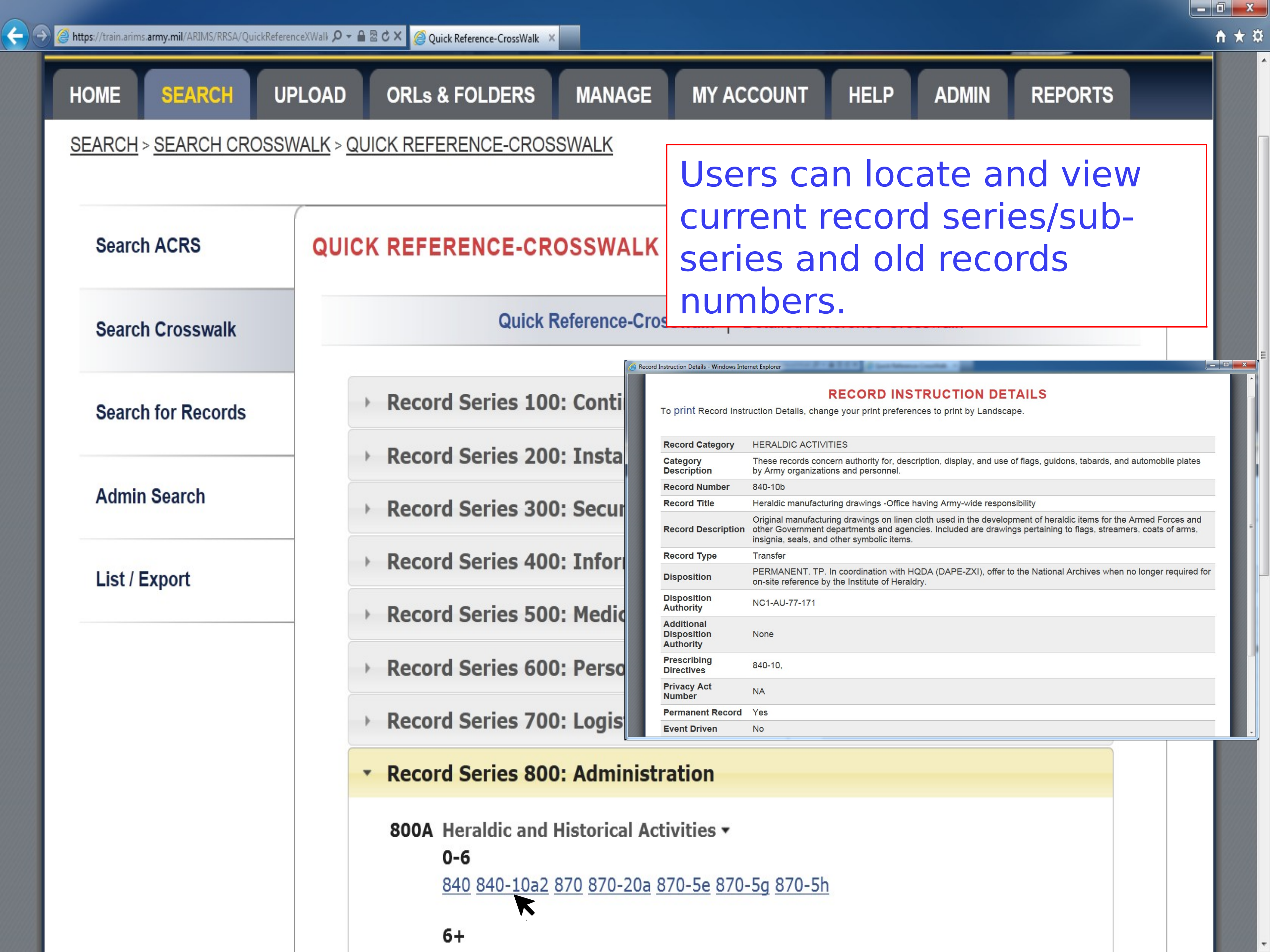
500A General Medical Files	500B Dental	500C Medical Specialty Clinics
0-6: Inpatient records Medical Supplies Death Records	**0-6:** Worksheets & tabulations Dental reports	**0-6:** Hospital food supplies X-Ray files NATO treatment records
6+: Malpractice cases Practitioner credentialing Outpatient	**6+:** General Correspondence Dental files (Army-wide) Dental health records	**6+:** Radiation oncology films DNA registry files
Permanent: Command Health Epidemic disease report Health hazard assessment	**Permanent:** Currently not used	**Permanent:** Currently not used

Key Changes

LEGACY	ACRS
6000+ record numbers in 117 categories	112 consolidated instructions in 12 categories
RRS-A: Basic & advanced searches	Single search due to fewer record numbers
Disposition codes: K, T, P, U, S, & R	Retentions periods: 0-6, 6+, & permanent
ORL: 20-30 record numbers	ORL: 4-5 record numbers

Key Changes (cont.)

- RRS-A Crosswalk Conversion Table
  - Quick reference
  - Detailed reference (type in old record number)
- Creating Folders
  - Use RRS-A
  - “Other Retention Period” option to define disposition
  - Privacy Act (PA) indicator
  - Calendar or fiscal year indicator
  - Event-driven indicator with text box for description of event.
- Master Index Search Options
  - Normal search by: subject, keyword, record number, etc.
  - 2011 and earlier criteria
  - 2012 and later criteria
  - 2011 + 2012 criteria


https://train.arims.army.mil/ARIMS/RRSA/QuickReferenceXWalk
Quick Reference-CrossWalk
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
SEARCH > SEARCH CROSSWALK > QUICK REFERENCE-CROSSWALK
Search ACRS
Search Crosswalk
Search for Records
Admin Search
List / Export
Quick Reference-Cros
Record Instruction Details - Windows Internet Explorer

Users can locate and view current record series/sub-series and old records numbers.

QUICK REFERENCE-CROSSWALK

- Record Series 100: Conti
- Record Series 200: Insta
- Record Series 300: Secur
- Record Series 400: Infor
- Record Series 500: Medic
- Record Series 600: Perso
- Record Series 700: Logis
- Record Series 800: Administration

800A Heraldic and Historical Activities

0-6

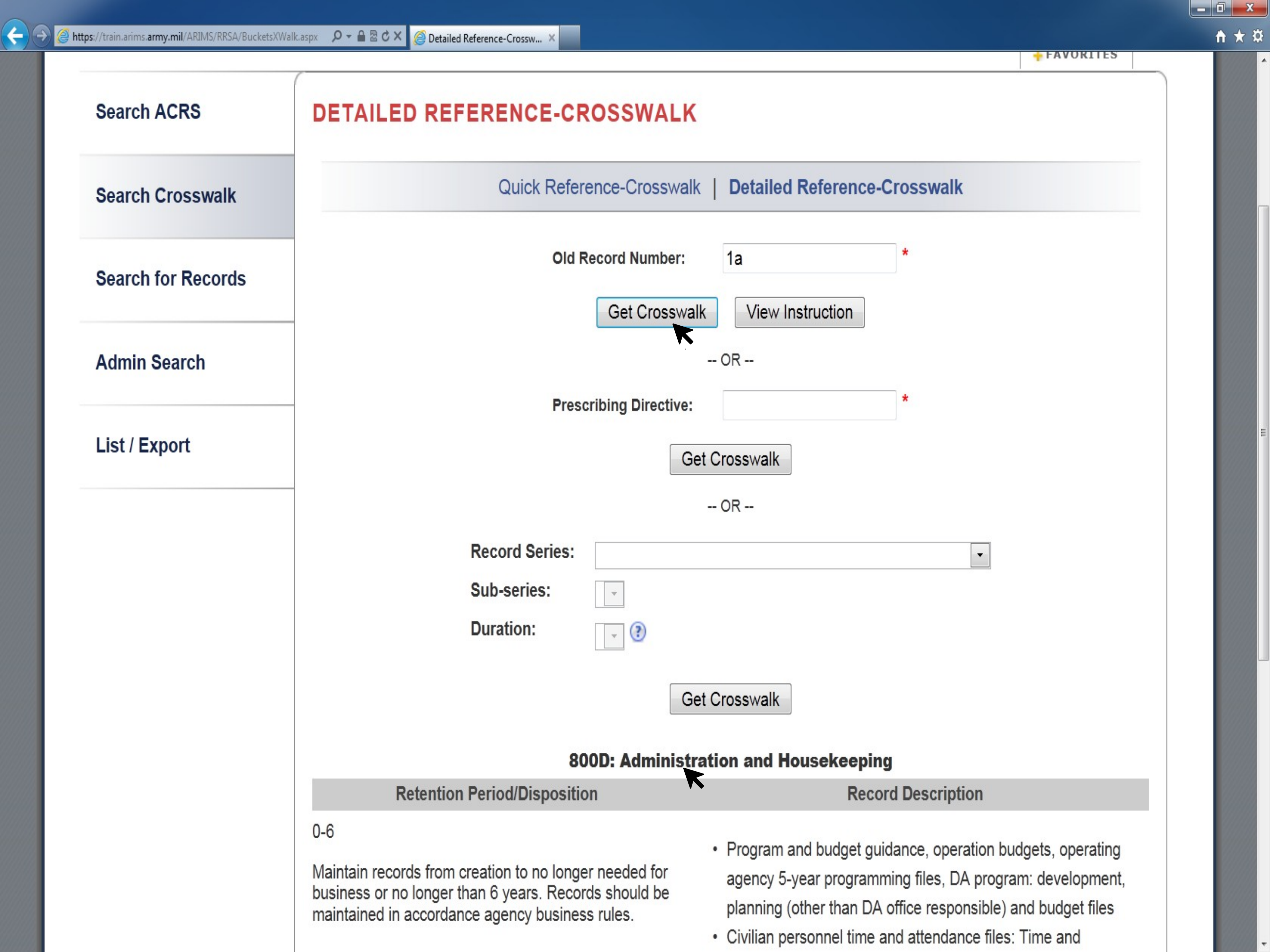
840 840-10a2 870 870-20a 870-5e 870-5g 870-5h

6+

RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HERALDIC ACTIVITIES
Category Description	These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel.
Record Number	840-10b
Record Title	Heraldic manufacturing drawings -Office having Army-wide responsibility
Record Description	Original manufacturing drawings on linen cloth used in the development of heraldic items for the Armed Forces and other Government departments and agencies. Included are drawings pertaining to flags, streamers, coats of arms, insignia, seals, and other symbolic items.
Record Type	Transfer
Disposition	PERMANENT. TP. In coordination with HQDA (DAPE-ZXI), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.
Disposition Authority	NC1-AU-77-171
Additional Disposition Authority	None
Prescribing Directives	840-10,
Privacy Act Number	NA
Permanent Record	Yes
Event Driven	No


https://train.arims.army.mil/ARIMS/RRSA/BucketsXWalk.aspx
Detailed Reference-Crossw...
FAVORITES
Search ACRS
Search Crosswalk
Search for Records
Admin Search
List / Export
Quick Reference-Crosswalk | Detailed Reference-Crosswalk
Get Crosswalk
View Instruction
-- OR --
Get Crosswalk
-- OR --
Get Crosswalk

DETAILED REFERENCE-CROSSWALK

Old Record Number: 1a *

Prescribing Directive: *

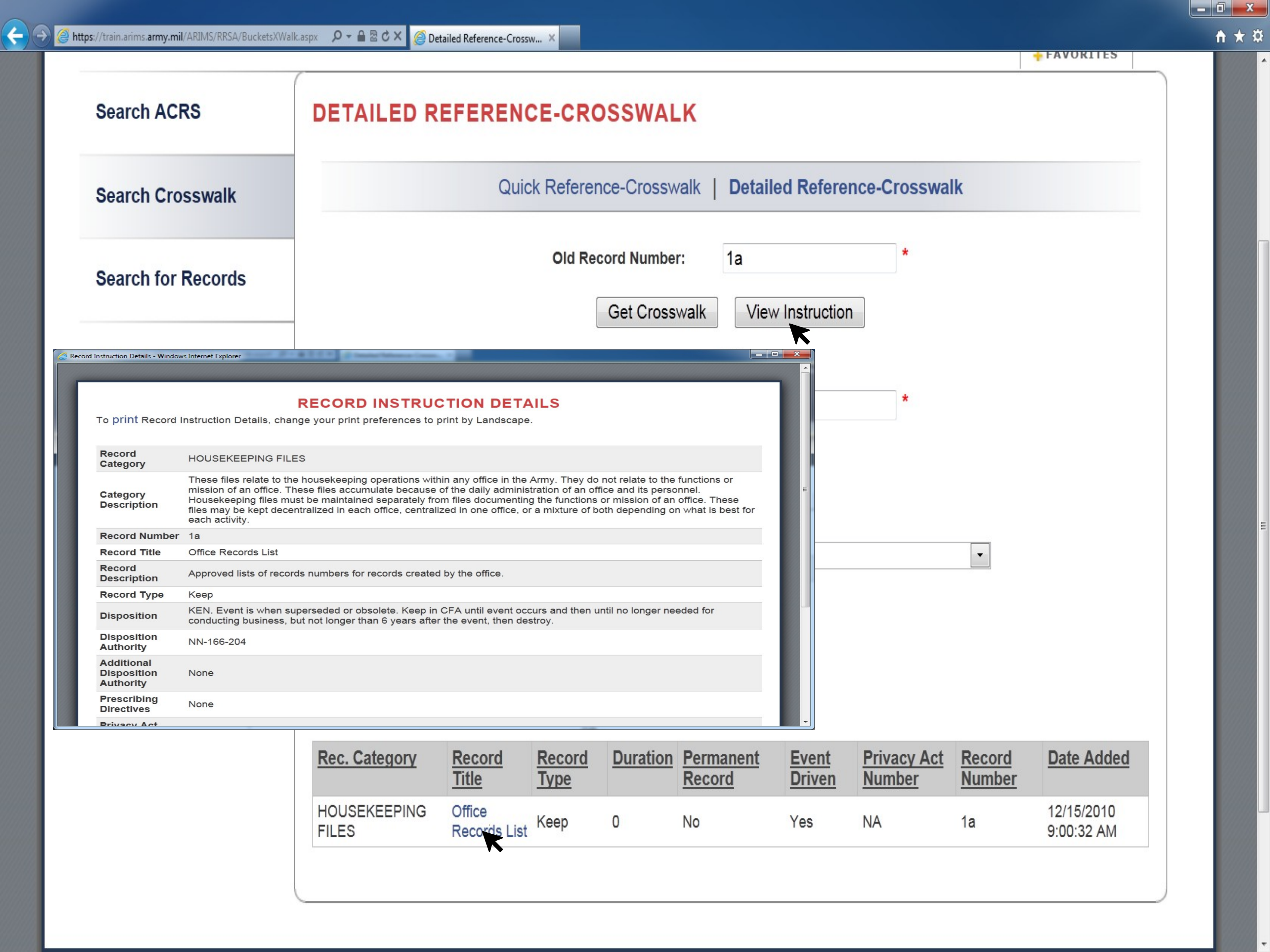
Record Series:

Sub-series:

Duration:

800D: Administration and Housekeeping

Retention Period/Disposition	Record Description
0-6 Maintain records from creation to no longer needed for business or no longer than 6 years. Records should be maintained in accordance agency business rules.	• Program and budget guidance, operation budgets, operating agency 5-year programming files, DA program: development, planning (other than DA office responsible) and budget files • Civilian personnel time and attendance files: Time and


https://train.arims.army.mil/ARIMS/RRSA/BucketsXWalk.aspx
Detailed Reference-Crossw...
FAVORITES
Search ACRS
Search Crosswalk
Search for Records

DETAILED REFERENCE-CROSSWALK

Quick Reference-Crosswalk | Detailed Reference-Crosswalk

Old Record Number: 1a *

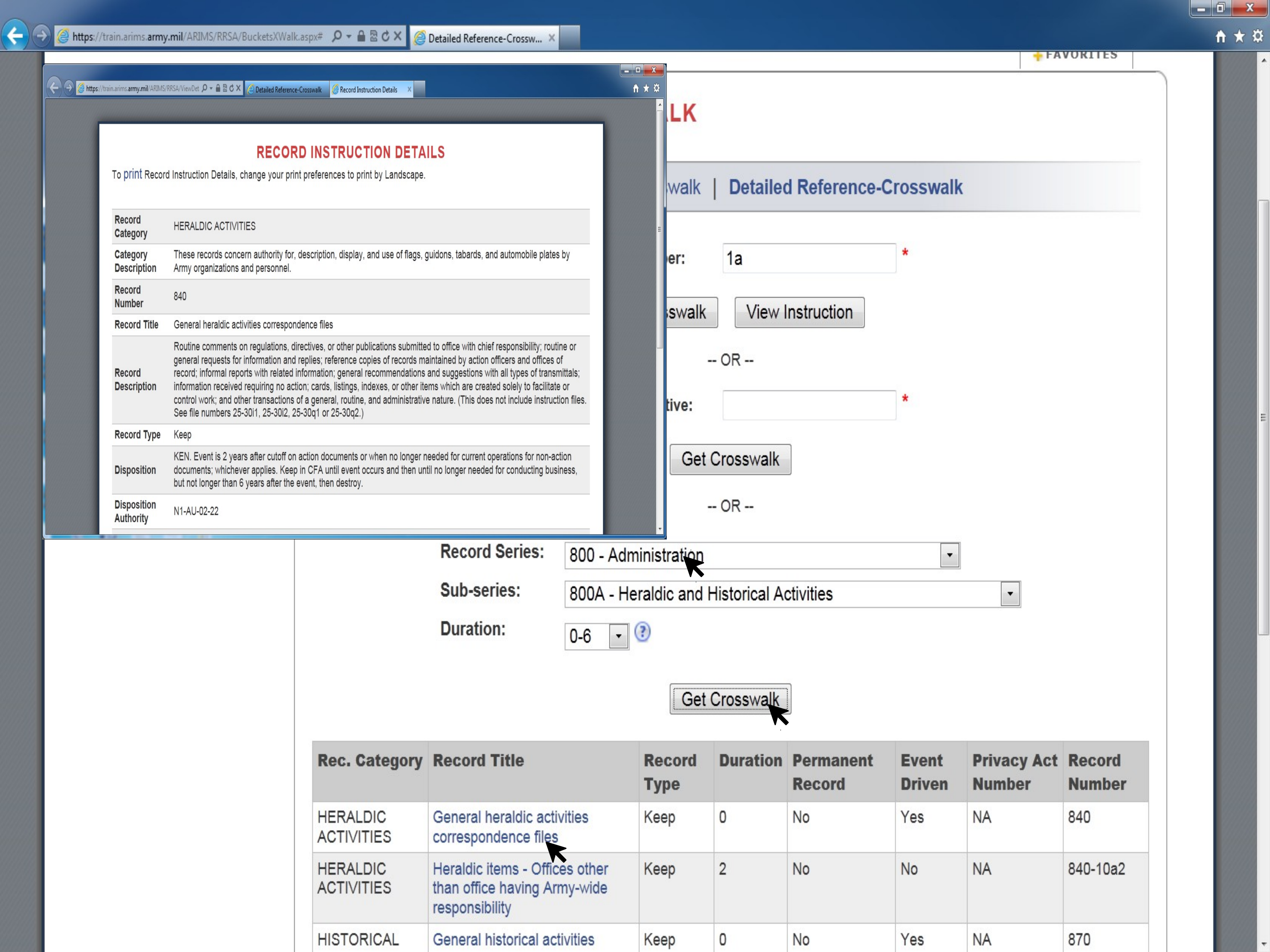
Get Crosswalk
View Instruction
Record Instruction Details - Windows Internet Explorer

RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HOUSEKEEPING FILES
Category Description	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
Record Number	1a
Record Title	Office Records List
Record Description	Approved lists of records numbers for records created by the office.
Record Type	Keep
Disposition	KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Authority	NN-166-204
Additional Disposition Authority	None
Prescribing Directives	None
Privacy Act	

Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number	Date Added
HOUSEKEEPING FILES	Office Records List	Keep	0	No	Yes	NA	1a	12/15/2010 9:00:32 AM


https://train.arims.army.mil/ARIMS/RRSA/BucketsXWalk.aspx#
Detailed Reference-Crossw...
https://train.arims.army.mil/ARIMS/RRSA/ViewDet
Detailed Reference-Crosswalk
Record Instruction Details
FAVORITES

RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HERALDIC ACTIVITIES
Category Description	These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel.
Record Number	840
Record Title	General heraldic activities correspondence files
Record Description	Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-30i1, 25-30i2, 25-30q1 or 25-30q2.)
Record Type	Keep
Disposition	KEN. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Authority	N1-AU-02-22

LK

walk | Detailed Reference-Crosswalk

er: 1a *

sswalk   View Instruction

-- OR --

tive: *

Get Crosswalk

-- OR --

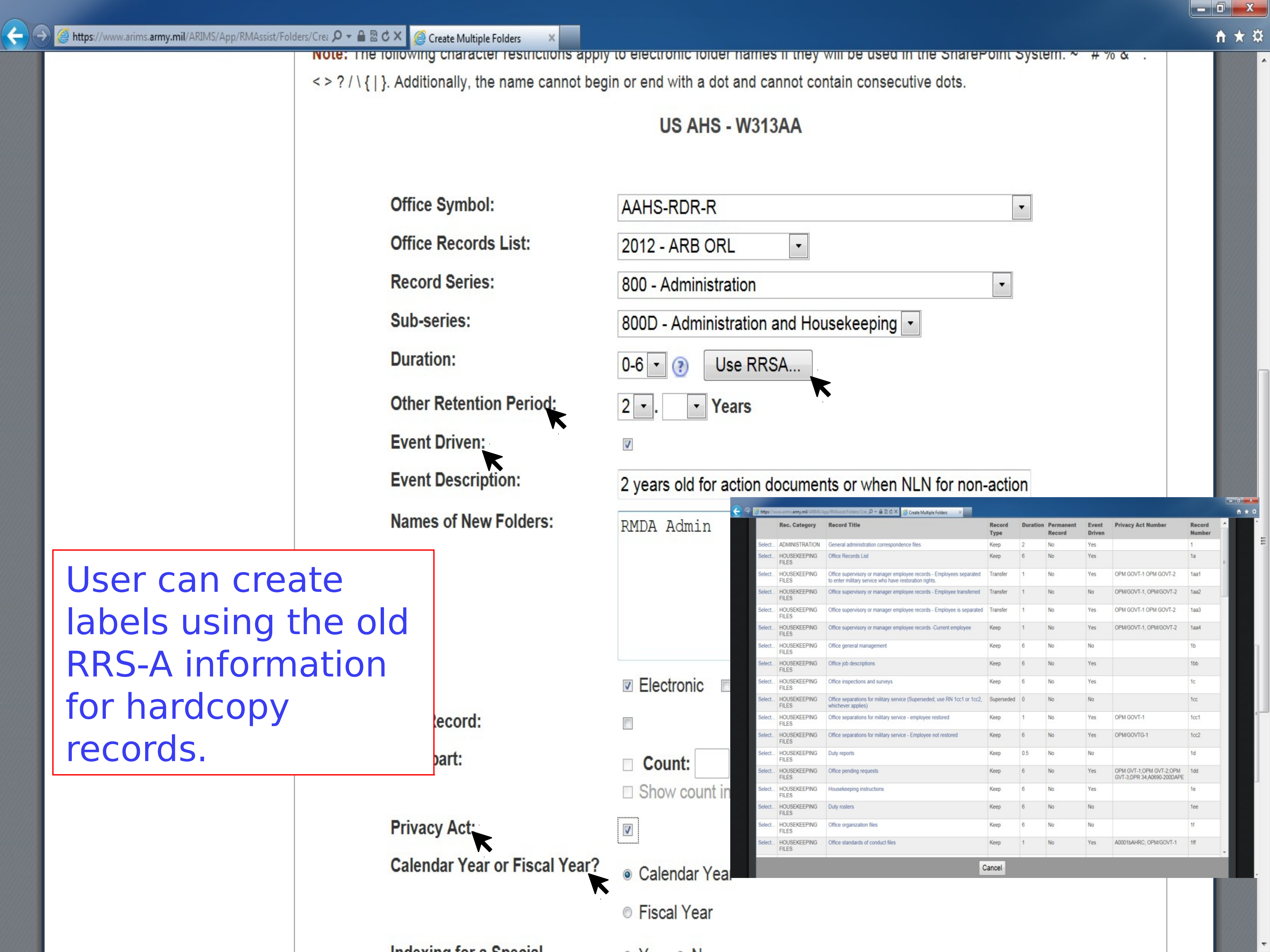
Record Series: 800 - Administration

Sub-series: 800A - Heraldic and Historical Activities

Duration: 0-6

Get Crosswalk

Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
HERALDIC ACTIVITIES	General heraldic activities correspondence files	Keep	0	No	Yes	NA	840
HERALDIC ACTIVITIES	Heraldic items - Offices other than office having Army-wide responsibility	Keep	2	No	No	NA	840-10a2
HISTORICAL	General historical activities	Keep	0	No	Yes	NA	870



Note: The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ # % &
< > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

Office Symbol: AAHS-RDR-R
Office Records List: 2012 - ARB ORL
Record Series: 800 - Administration
Sub-series: 800D - Administration and Housekeeping
Duration: 0-6 Use RRSA...
Other Retention Period: 2 . Years
Event Driven: ☑
Event Description: 2 years old for action documents or when NLN for non-action
Names of New Folders: RMDA Admin

☑ Electronic ☐

ecord: ☐

art: ☐ Count:

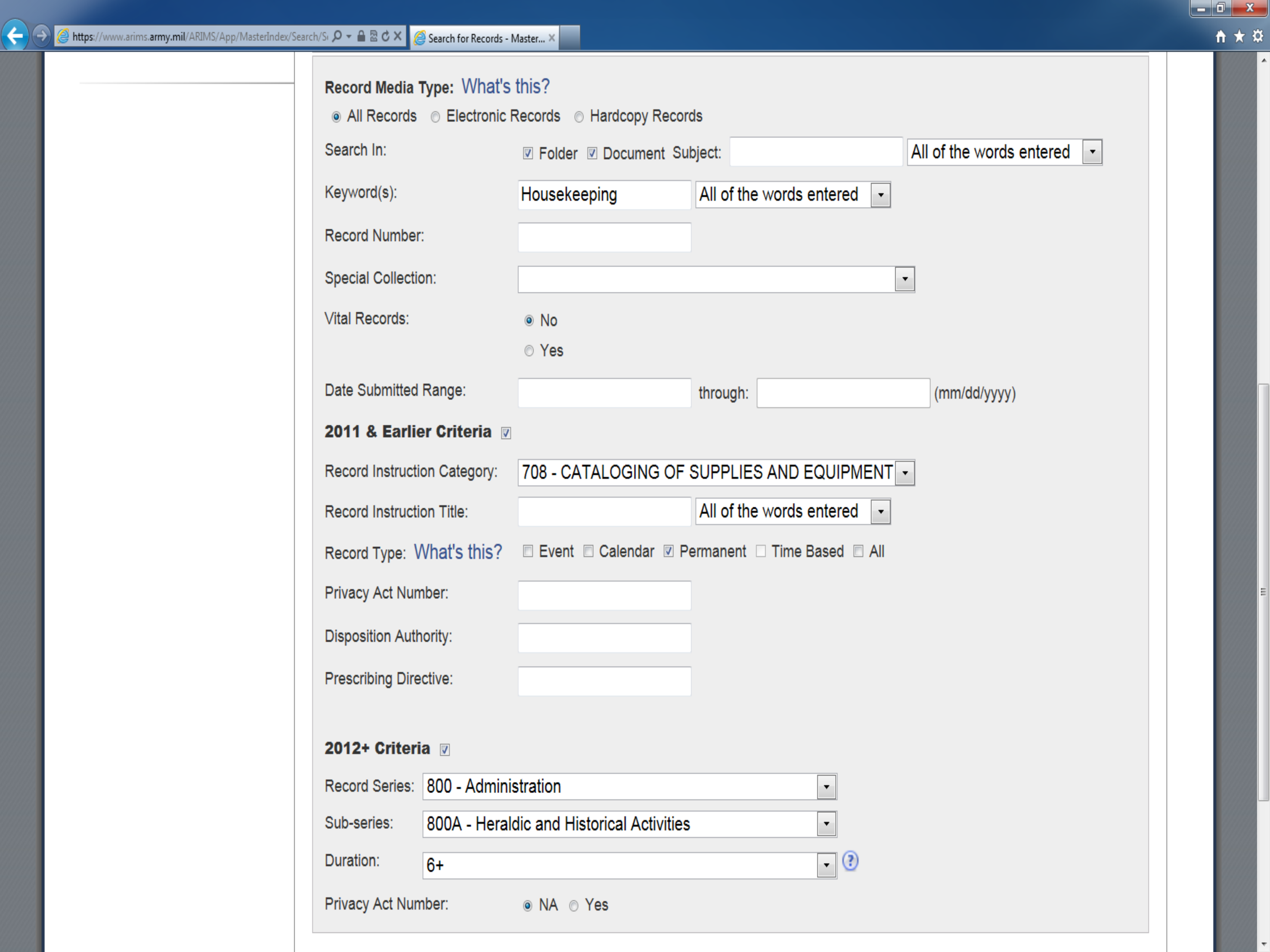
☐ Show count in

Privacy Act: ☑
Calendar Year or Fiscal Year? ● Calendar Yea
○ Fiscal Year

Indexing for a Special

	Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select...	ADMINISTRATION	General administration correspondence files	Keep	2	No	Yes		1
Select...	HOUSEKEEPING FILES	Office Records List	Keep	6	No	Yes		1a
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	Transfer	1	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	1	No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	1	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	Keep	1	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4
Select...	HOUSEKEEPING FILES	Office general management	Keep	6	No	No		1b
Select...	HOUSEKEEPING FILES	Office job descriptions	Keep	6	No	Yes		1bb
Select...	HOUSEKEEPING FILES	Office inspections and surveys	Keep	6	No	Yes		1c
Select...	HOUSEKEEPING FILES	Office separations for military service (Superseded; use RN 1cc1 or 1cc2, whichever applies)	Superseded	0	No	No		1cc
Select...	HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	1	No	Yes	OPM GOVT-1	1cc1
Select...	HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	6	No	Yes	OPM/GOVTG-1	1cc2
Select...	HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No		1d
Select...	HOUSEKEEPING FILES	Office pending requests	Keep	6	No	Yes	OPM GVT-1;OPM GVT-2;OPM GVT-3;DPR 34;A0690-200DAPE	1dd
Select...	HOUSEKEEPING FILES	Housekeeping instructions	Keep	6	No	Yes		1e
Select...	HOUSEKEEPING FILES	Duty rosters	Keep	6	No	No		1ee
Select...	HOUSEKEEPING FILES	Office organization files	Keep	6	No	No		1f
Select...	HOUSEKEEPING FILES	Office standards of conduct files	Keep	1	No	Yes	A0001bAHRC; OPM/GOVT-1	1ff

User can create labels using the old RRS-A information for hardcopy records.


https://www.arims.army.mil/ARIMS/App/MasterIndex/Search/S
Search for Records - Master...

Record Media Type: What's this?

● All Records ○ Electronic Records ○ Hardcopy Records

Search In: ☑ Folder ☑ Document Subject: All of the words entered

Keyword(s): Housekeeping All of the words entered

Record Number:

Special Collection:

Vital Records: ● No ○ Yes

Date Submitted Range: through: (mm/dd/yyyy)

2011 & Earlier Criteria ☑

Record Instruction Category: 708 - CATALOGING OF SUPPLIES AND EQUIPMENT

Record Instruction Title: All of the words entered

Record Type: What's this? ☐ Event ☐ Calendar ☑ Permanent ☐ Time Based ☐ All

Privacy Act Number:

Disposition Authority:

Prescribing Directive:

2012+ Criteria ☑

Record Series: 800 - Administration

Sub-series: 800A - Heraldic and Historical Activities

Duration: 6+

Privacy Act Number: ● NA ○ Yes

Unchanged Processes

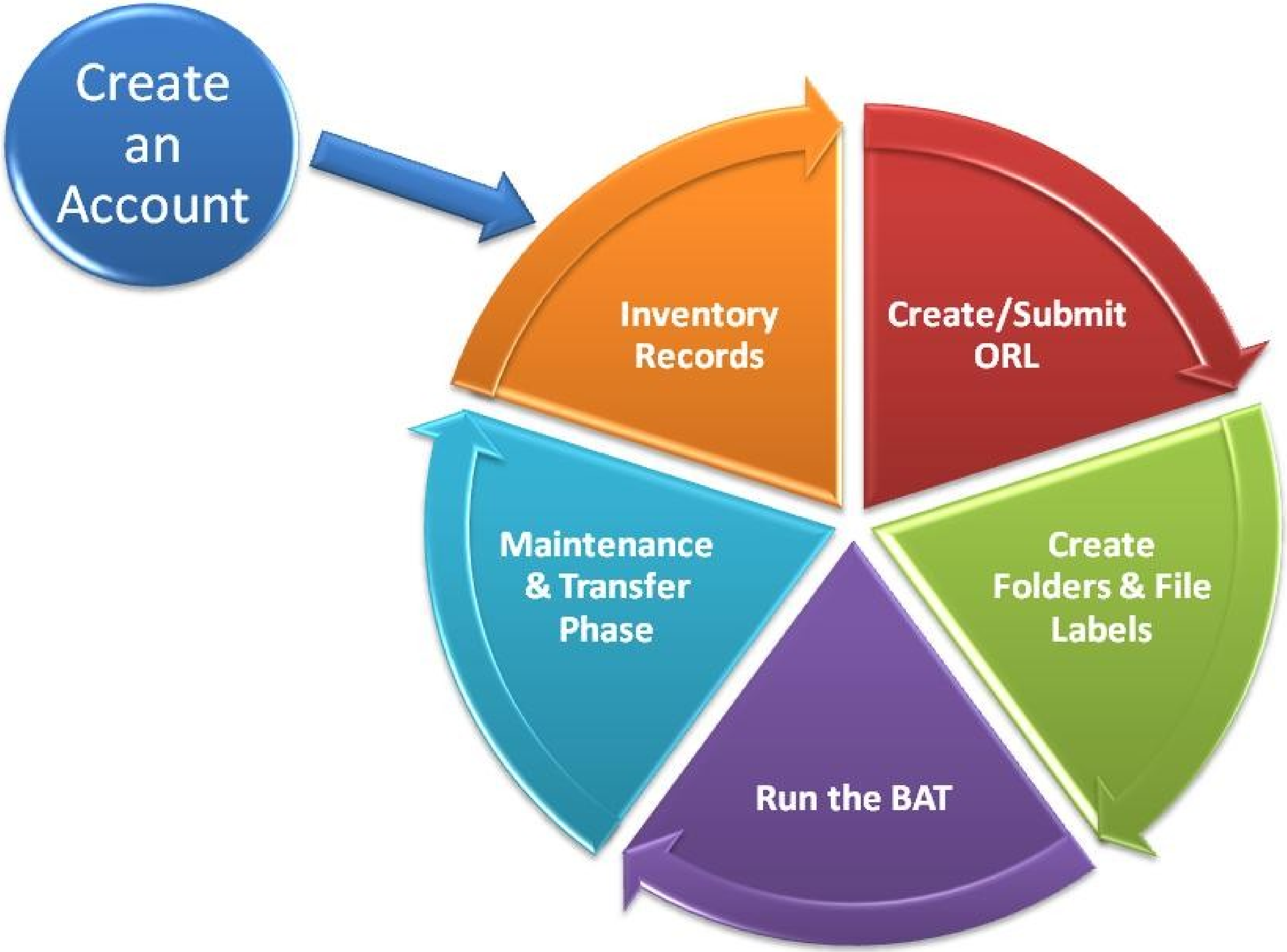
- Creating ORLs
  - From scratch
  - By copy
  - From Library

- Printing Labels for Hardcopy Records
  - 6+ and permanent continue to print barcodes

- Transferring Records
  - 0-6 remain in CFA
  - 6+ and permanent are transferred to AEA, RHA, FRC, or NARA

QUESTIONS

Records Management Process



Create an Account

Inventory Records

Create/Submit ORL

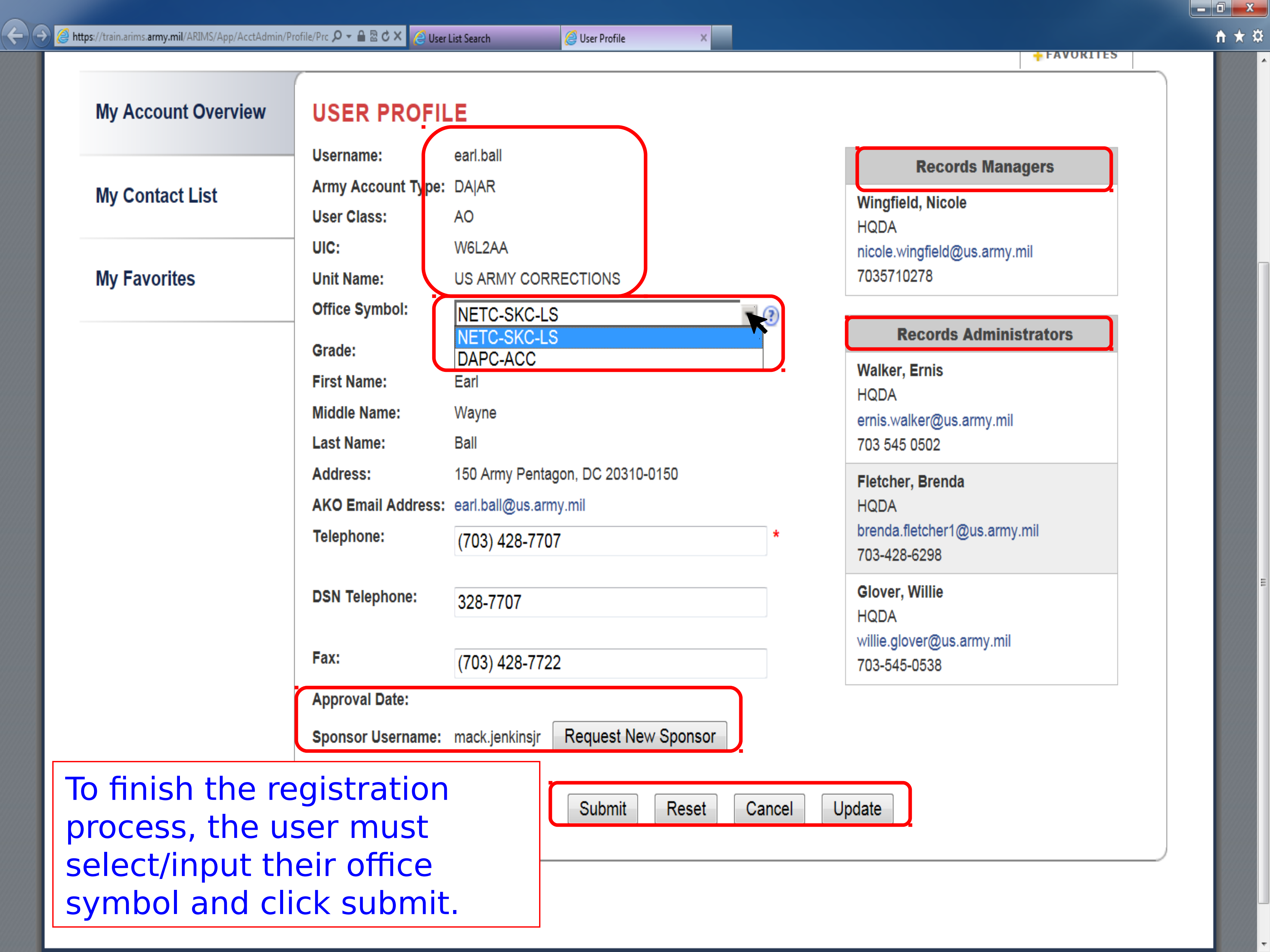
Create Folders & File Labels

Run the BAT

Maintenance & Transfer Phase

Creating an ARIMS Account

- Go to the ARIMS Website: https://www.arims.army.mil or ARIMS-C Website: http://www.arims.army.smil.mil; must be done from a SIPR terminal with an AKO-S account for ARIMS-C access
- Login with CAC. (User must have an AKO or AKO sponsored account (or AKO-S account for ARIMS-C)
- ARIMS automatically processes registration and assigns Action Officer (AO) privileges to the user
  - Conduct Searches
  - Create/update Office Records List (ORL)
  - Create and print hardcopy folder labels
  - Create Electronic folders
  - Utilize the BAT to organize/upload electronic files to the AEA
- **User must select an office symbol to complete registration**


https://train.arims.army.mil/ARIMS/App/AcctAdmin/Profile/Prc
User List Search
User Profile
FAVORITES
My Account Overview
My Contact List
My Favorites

USER PROFILE

Username: earl.ball
Army Account Type: DA|AR
User Class: AO
UIC: W6L2AA
Unit Name: US ARMY CORRECTIONS
Office Symbol: NETC-SKC-LS
- NETC-SKC-LS
- DAPC-ACC

Grade:
First Name: Earl
Middle Name: Wayne
Last Name: Ball
Address: 150 Army Pentagon, DC 20310-0150
AKO Email Address: earl.ball@us.army.mil
Telephone: (703) 428-7707 *
DSN Telephone: 328-7707
Fax: (703) 428-7722
Approval Date:
Sponsor Username: mack.jenkinsjr

Request New Sponsor
Submit
Reset
Cancel
Update

Records Managers

Wingfield, Nicole
HQDA
nicole.wingfield@us.army.mil
7035710278

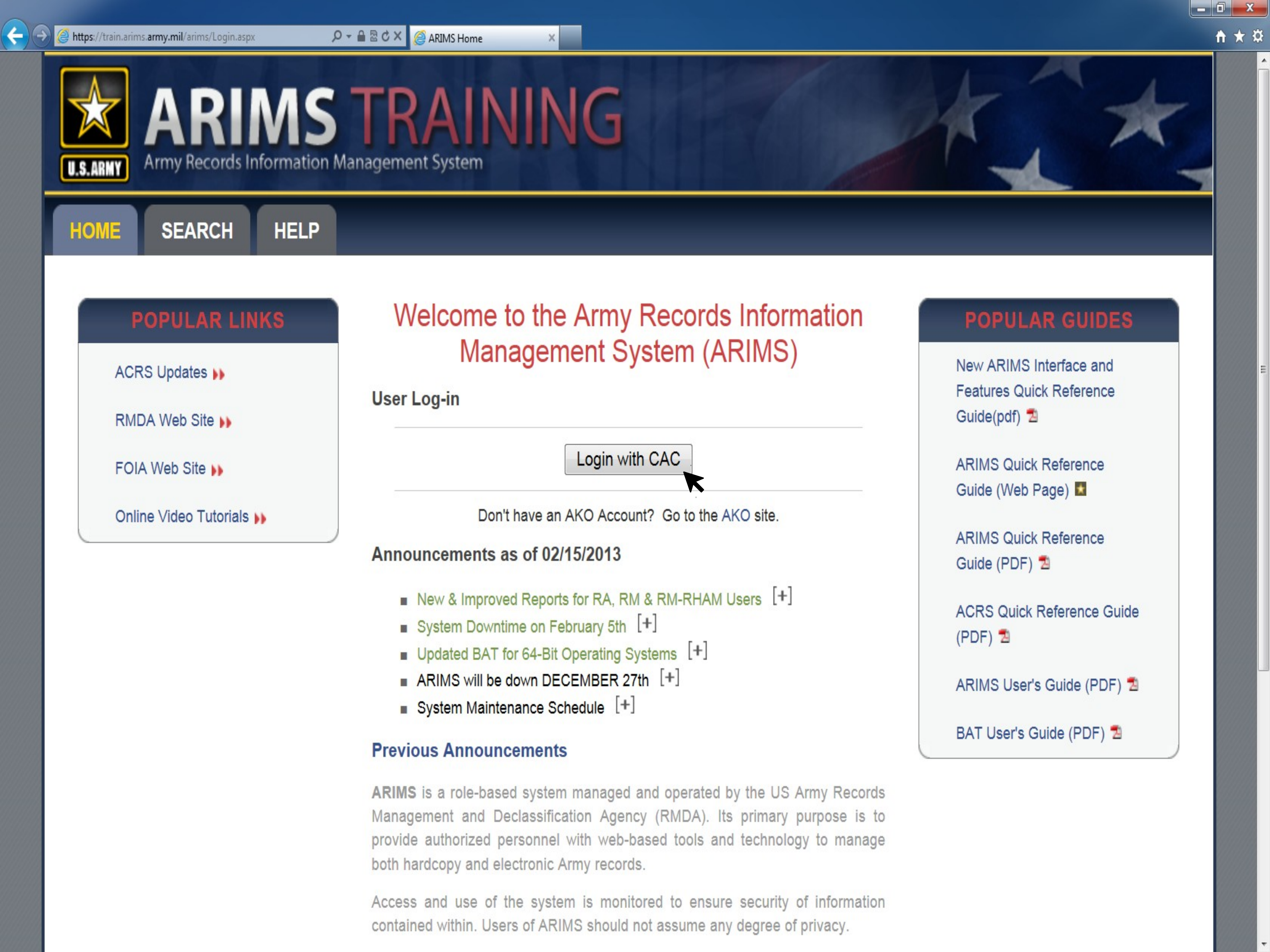
Records Administrators

Walker, Ernis
HQDA
ernis.walker@us.army.mil
703 545 0502

Fletcher, Brenda
HQDA
brenda.fletcher1@us.army.mil
703-428-6298

Glover, Willie
HQDA
willie.glover@us.army.mil
703-545-0538

To finish the registration process, the user must select/input their office symbol and click submit.


https://train.arims.army.mil/arims/Login.aspx
ARIMS Home
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
HELP
POPULAR LINKS
ACRS Updates
RMDA Web Site
FOIA Web Site
Online Video Tutorials
Login with CAC
POPULAR GUIDES
New ARIMS Interface and Features Quick Reference Guide(pdf)
ARIMS Quick Reference Guide (Web Page)
ARIMS Quick Reference Guide (PDF)
ACRS Quick Reference Guide (PDF)
ARIMS User's Guide (PDF)
BAT User's Guide (PDF)

Welcome to the Army Records Information Management System (ARIMS)

User Log-in

Don't have an AKO Account? Go to the AKO site.

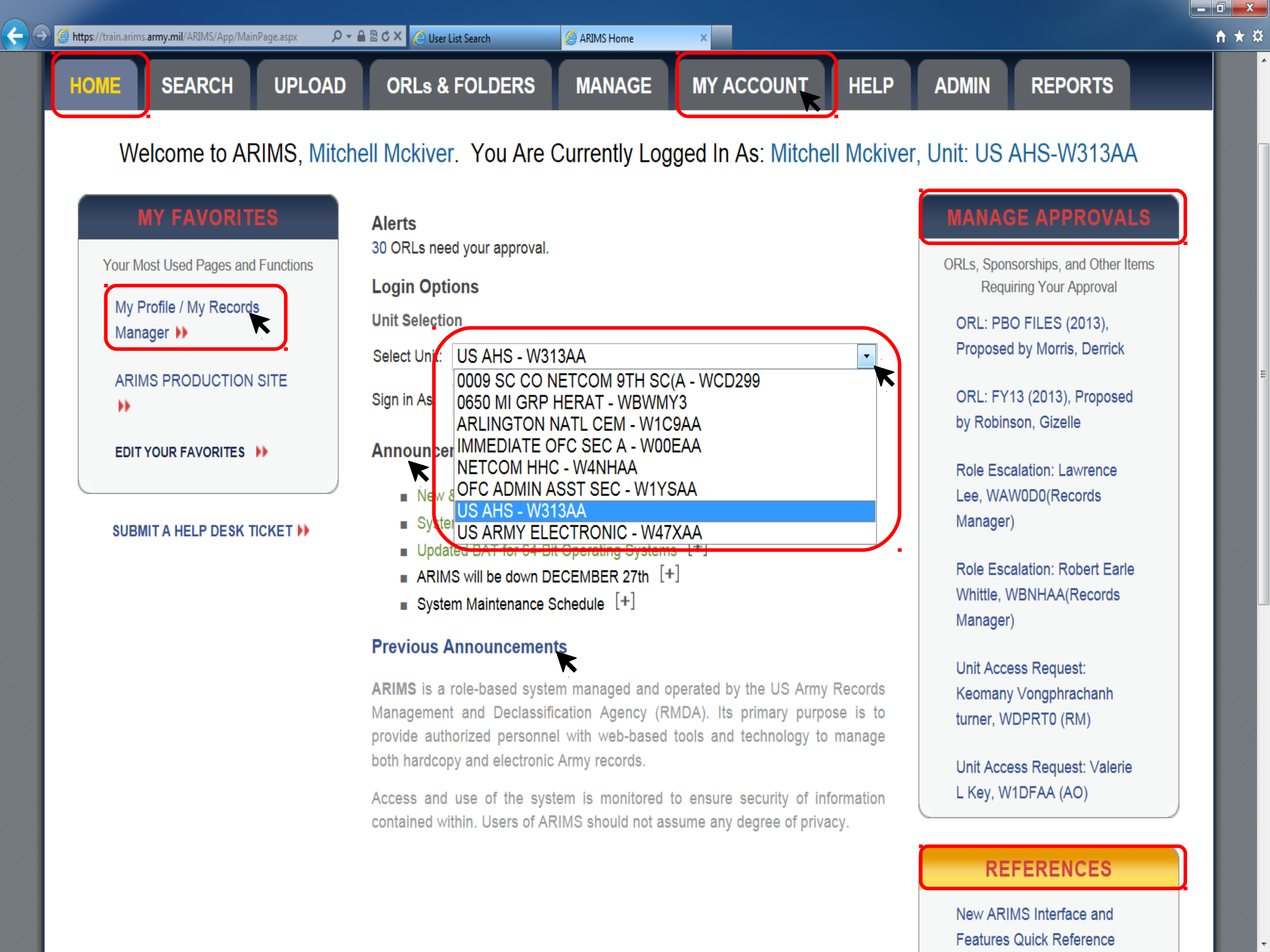
Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users [+]
- System Downtime on February 5th [+]
- Updated BAT for 64-Bit Operating Systems [+]
- ARIMS will be down DECEMBER 27th [+]
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.



Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ▸▸

ARIMS PRODUCTION SITE ▸▸

EDIT YOUR FAVORITES ▸▸

SUBMIT A HELP DESK TICKET ▸▸

Alerts

30 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

- 0009 SC CO NETCOM 9TH SC(A - WCD299
- 0650 MI GRP HERAT - WBWMY3
- ARLINGTON NATL CEM - W1C9AA
- IMMEDIATE OFC SEC A - W00EAA
- NETCOM HHC - W4NHAA
- OFC ADMIN ASST SEC - W1YSAA
- US AHS - W313AA
- US ARMY ELECTRONIC - W47XAA

Sign in As

Announcer

- New &
- Syster
- Updated BAT for 64 Bit Operating Systems [+]
- ARIMS will be down DECEMBER 27th [+]
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: PBO FILES (2013), Proposed by Morris, Derrick

ORL: FY13 (2013), Proposed by Robinson, Gizelle

Role Escalation: Lawrence Lee, WAW0D0(Records Manager)

Role Escalation: Robert Earle Whittle, WBNHAA(Records Manager)

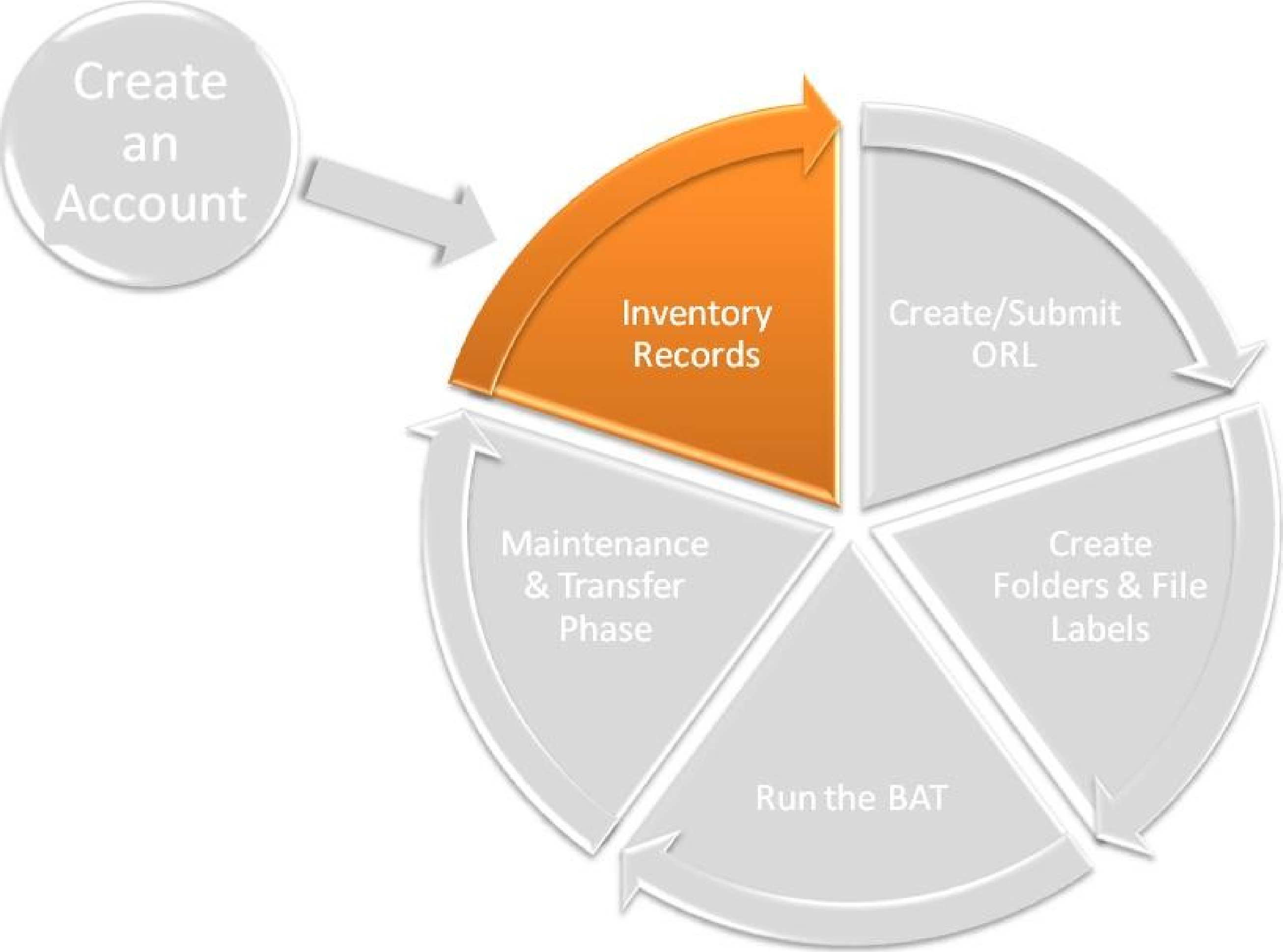
Unit Access Request: Keomany Vongphrachanh turner, WDPRT0 (RM)

Unit Access Request: Valerie L Key, W1DFAA (AO)

REFERENCES

New ARIMS Interface and Features Quick Reference

Records Management Process


Create an Account
Inventory Records
Create/Submit ORL
Create Folders & File Labels
Run the BAT
Maintenance & Transfer Phase

Objectives of the Inventory

- **Answer four basic questions:**
  - Who is currently creating, receiving, and maintaining records?
  - What is currently being kept to support the business process?
  - Where and how are the records stored and maintained?
  - Why are certain records stored and maintained?

- **Locate your organizations records:**
  - Centrally located
  - Multiple buildings
  - Records Holding Area

Sample Records Inventory Sheet

BLDG. #	1035
Rm. #	3 / Information Management Office
Record Title	IS Incident and Intrusion Reports - **Classified**
Record #	400B 6+
Disposition	**T**ranfer
Cut Off	Calendar Year
Inclusive Dates	01 JAN 2012 - Present
Description: Reports of intrusions or attempted intrusions into **classified** Information Systems (IS). POC: SSG Smith / 555-1234	

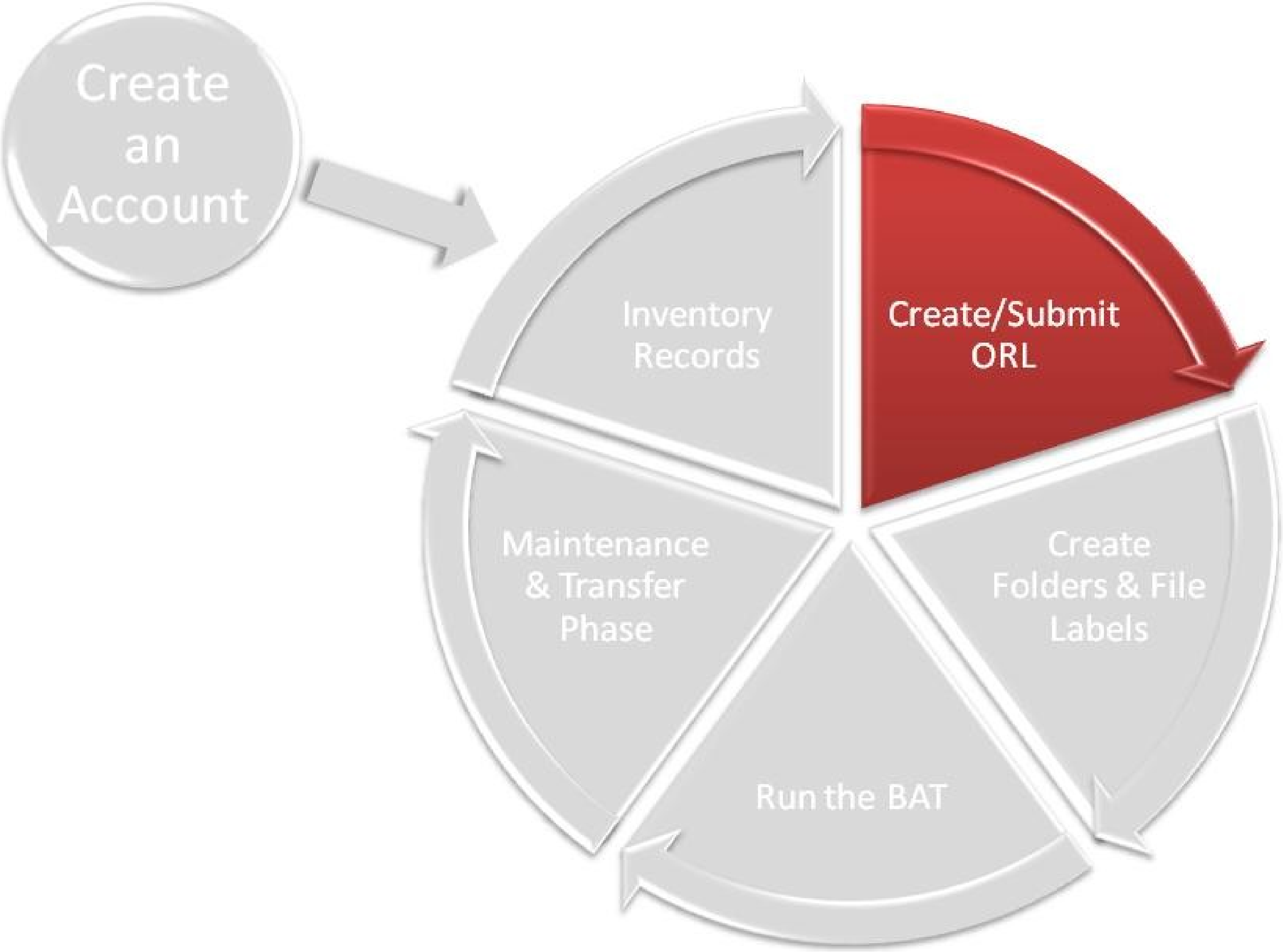
BLDG. #	1035
Rm. #	3 / Information Management Office
Record Title	IS Incident and Intrusion Reports - **Un-Classified**
Record #	400B 6+
Disposition	Transfer
Cut Off	Calendar Year
Inclusive Dates	01 JAN 2013 - Present
Description: Reports of intrusions or attempted intrusions into **unclassified** Information Systems (IS). POC: SSG Smith / 555-1234	

BLDG. #	
Rm. #	
Record Title	
Record #	
Disposition	
Cut Off	
Inclusive Dates	
Description	

BLDG. #	
Rm. #	
Record Title	
Record #	
Disposition	
Cut Off	
Inclusive Dates	
Description	

QUESTIONS

Records Management Process



Create an Account

Inventory Records

Create/Submit ORL

Create Folders & File Labels

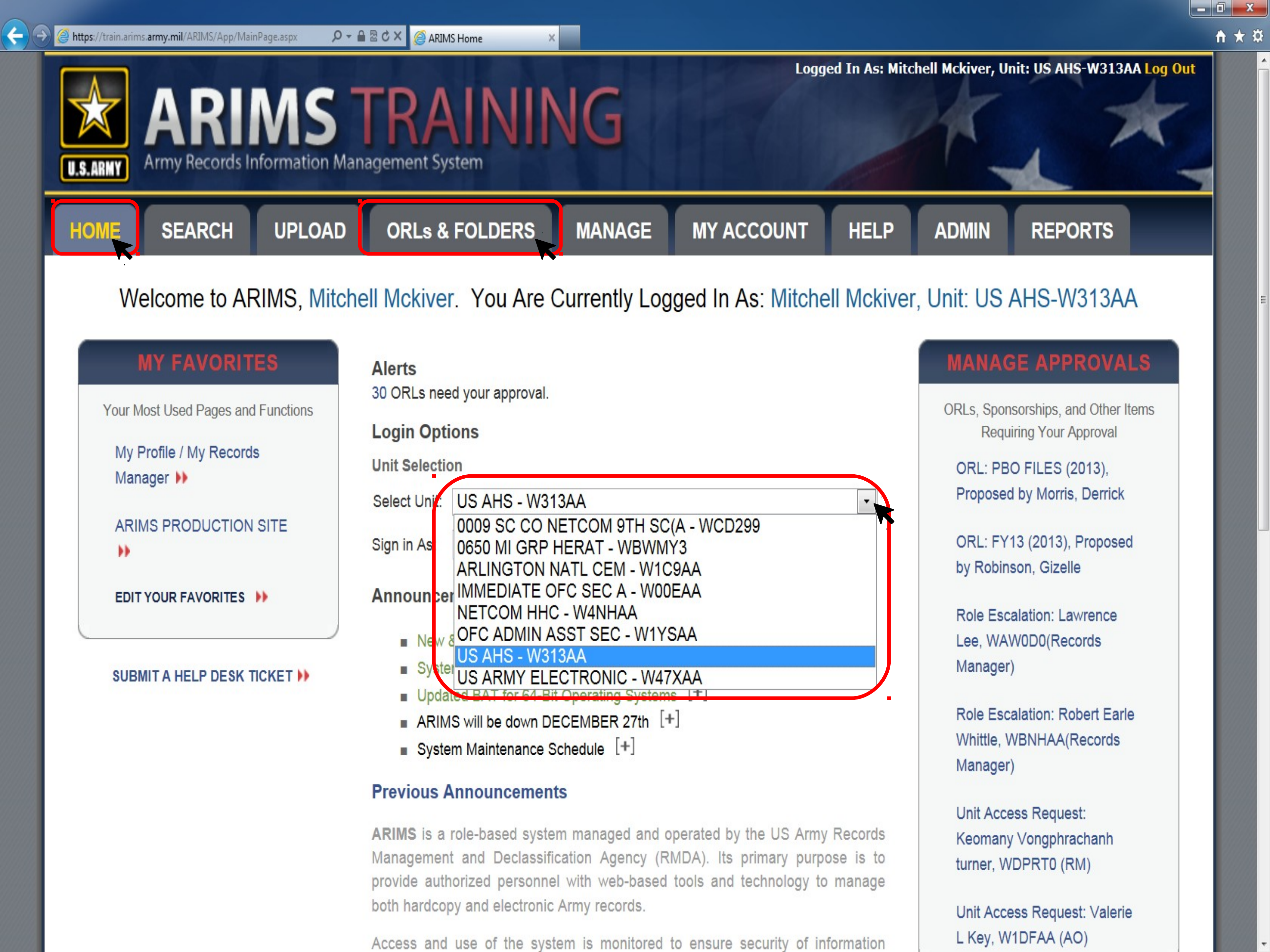
Run the BAT

Maintenance & Transfer Phase

Office Records List (ORL)

- ORL = File Plan = List of records maintained in an office / information system.
- Based on office mission/function - What is your prescribing regulation(s) or directive(s)?
- Typically contains 4-5 records series per office symbol.
- Only one ORL per office symbol.
- Only has to be done ONCE per year.
- Can be re-used each year by copying.

Create ORL from Scratch and by Copy


https://train.arims.army.mil/ARIMS/App/MainPage.aspx
ARIMS Home
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager

ARIMS PRODUCTION SITE

EDIT YOUR FAVORITES

SUBMIT A HELP DESK TICKET

Alerts

30 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

- 0009 SC CO NETCOM 9TH SC(A - WCD299
- 0650 MI GRP HERAT - WBWMY3
- ARLINGTON NATL CEM - W1C9AA
- IMMEDIATE OFC SEC A - W00EAA
- NETCOM HHC - W4NHAA
- OFC ADMIN ASST SEC - W1YSAA
- US AHS - W313AA
- US ARMY ELECTRONIC - W47XAA

Sign in As

Announcer

- New &
- Syster
- Updated BAT for 64-Bit Operating Systems [+]
- ARIMS will be down DECEMBER 27th [+]
- System Maintenance Schedule [+]

Previous Announcements

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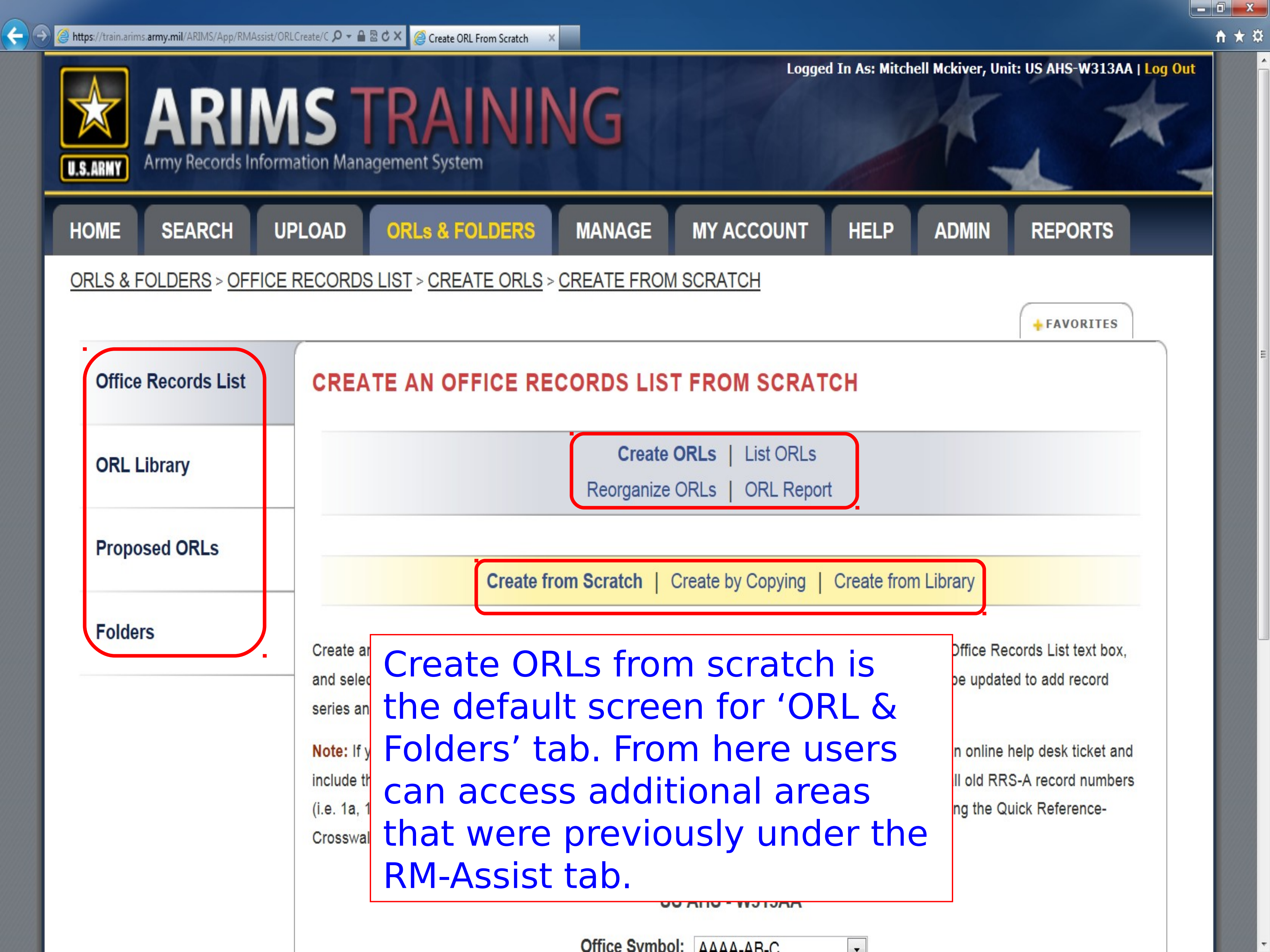

https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCreate/C
Create ORL From Scratch
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
FAVORITES

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE FROM SCRATCH

- Office Records List
- ORL Library
- Proposed ORLs
- Folders

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create ORLs | List ORLs
Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

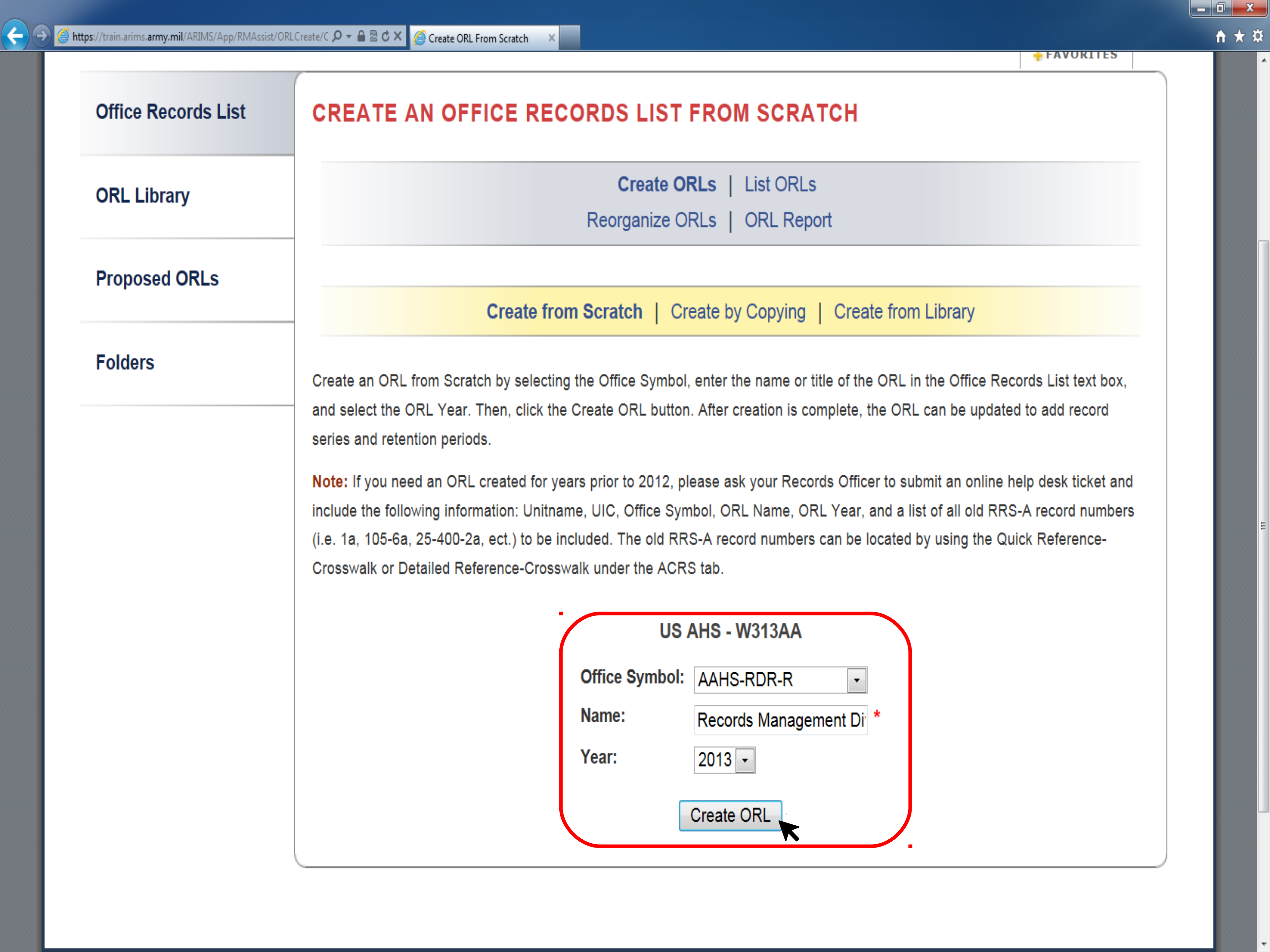
Create ar … Office Records List text box,
and selec … be updated to add record
series an …

Note: If y … n online help desk ticket and
include th … ll old RRS-A record numbers
(i.e. 1a, 1 … ng the Quick Reference-
Crosswal …

Create ORLs from scratch is the default screen for ‘ORL & Folders’ tab. From here users can access additional areas that were previously under the RM-Assist tab.

US AHS - W313AA

Office Symbol: AAAA-AB-C


https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCreate/C
Create ORL From Scratch
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Create from Scratch | Create by Copying | Create from Library
Create ORL

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

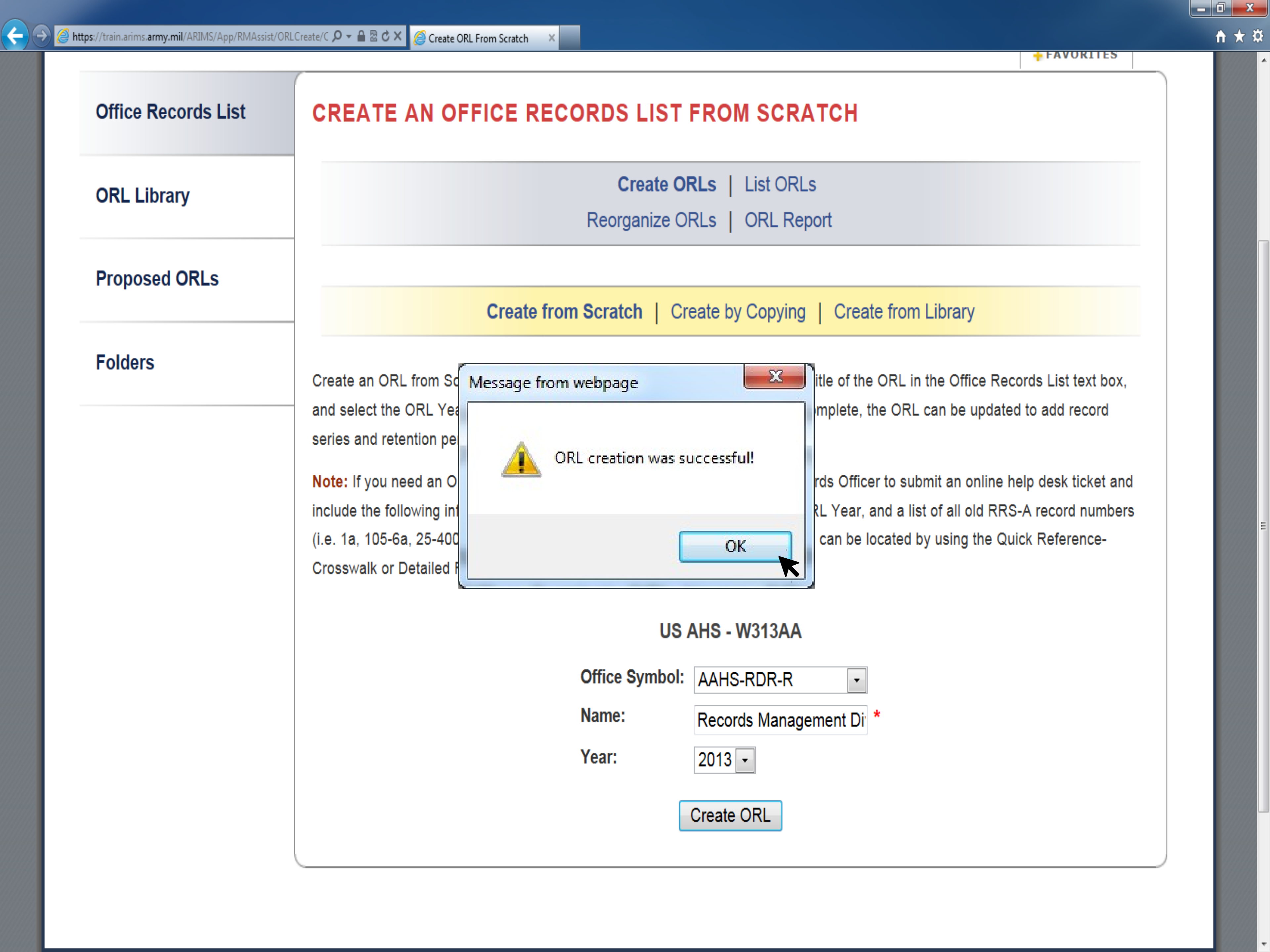
Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: Records Management Di *

Year: 2013


https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCreate/C
Create ORL From Scratch
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Create from Scratch | Create by Copying | Create from Library
Message from webpage
OK
Create ORL

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create an ORL from Sc itle of the ORL in the Office Records List text box, and select the ORL Yea mplete, the ORL can be updated to add record series and retention pe

Note: If you need an O rds Officer to submit an online help desk ticket and include the following inf L Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400 can be located by using the Quick Reference- Crosswalk or Detailed F

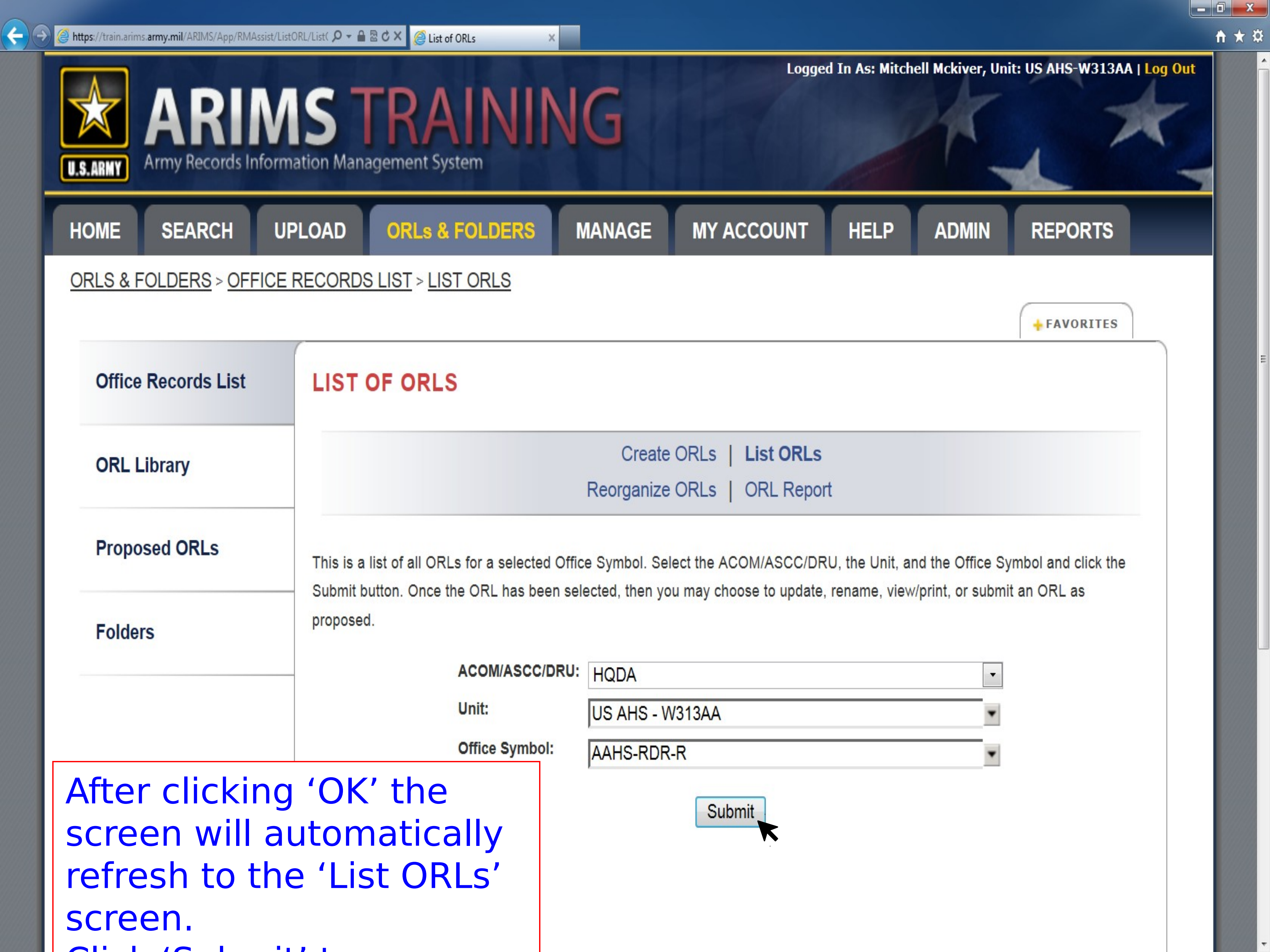
ORL creation was successful!

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: Records Management Di *

Year: 2013


https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
U.S. ARMY
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
FAVORITES
Submit

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

Army Records Information Management System

ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS

- Office Records List
- ORL Library
- Proposed ORLs
- Folders

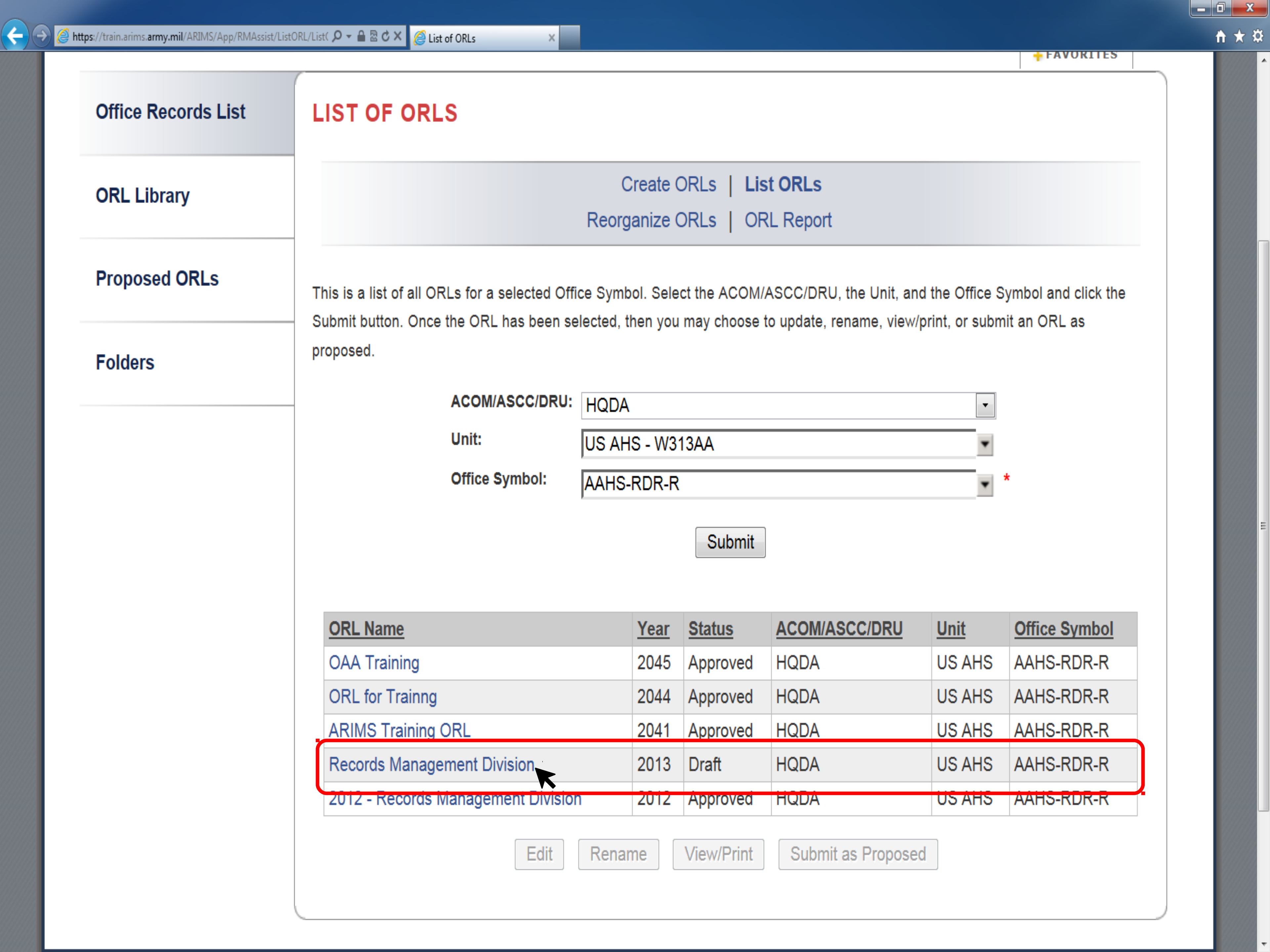
LIST OF ORLS

Create ORLs | **List ORLs**
Reorganize ORLs | ORL Report

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA
Unit: US AHS - W313AA
Office Symbol: AAHS-RDR-R

After clicking ‘OK’ the screen will automatically refresh to the ‘List ORLs’ screen.
Click ‘Submit’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List of ORLs
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Submit
Edit
Rename
View/Print
Submit as Proposed

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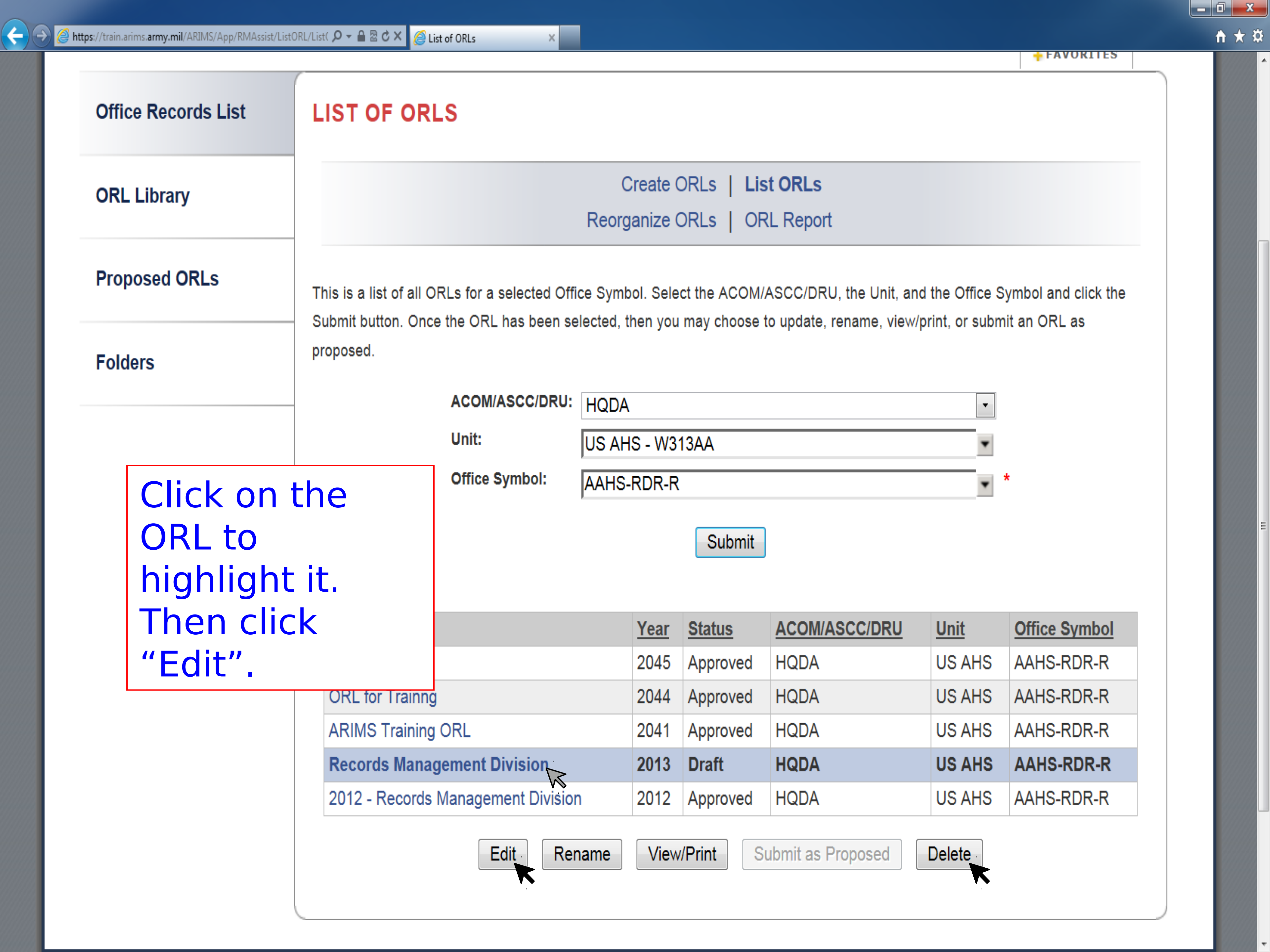
ACOM/ASCC/DRU: HQDA
Unit: US AHS - W313AA
Office Symbol: AAHS-RDR-R *

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R



https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders

LIST OF ORLS

Create ORLs | List ORLs
Reorganize ORLs | ORL Report

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ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

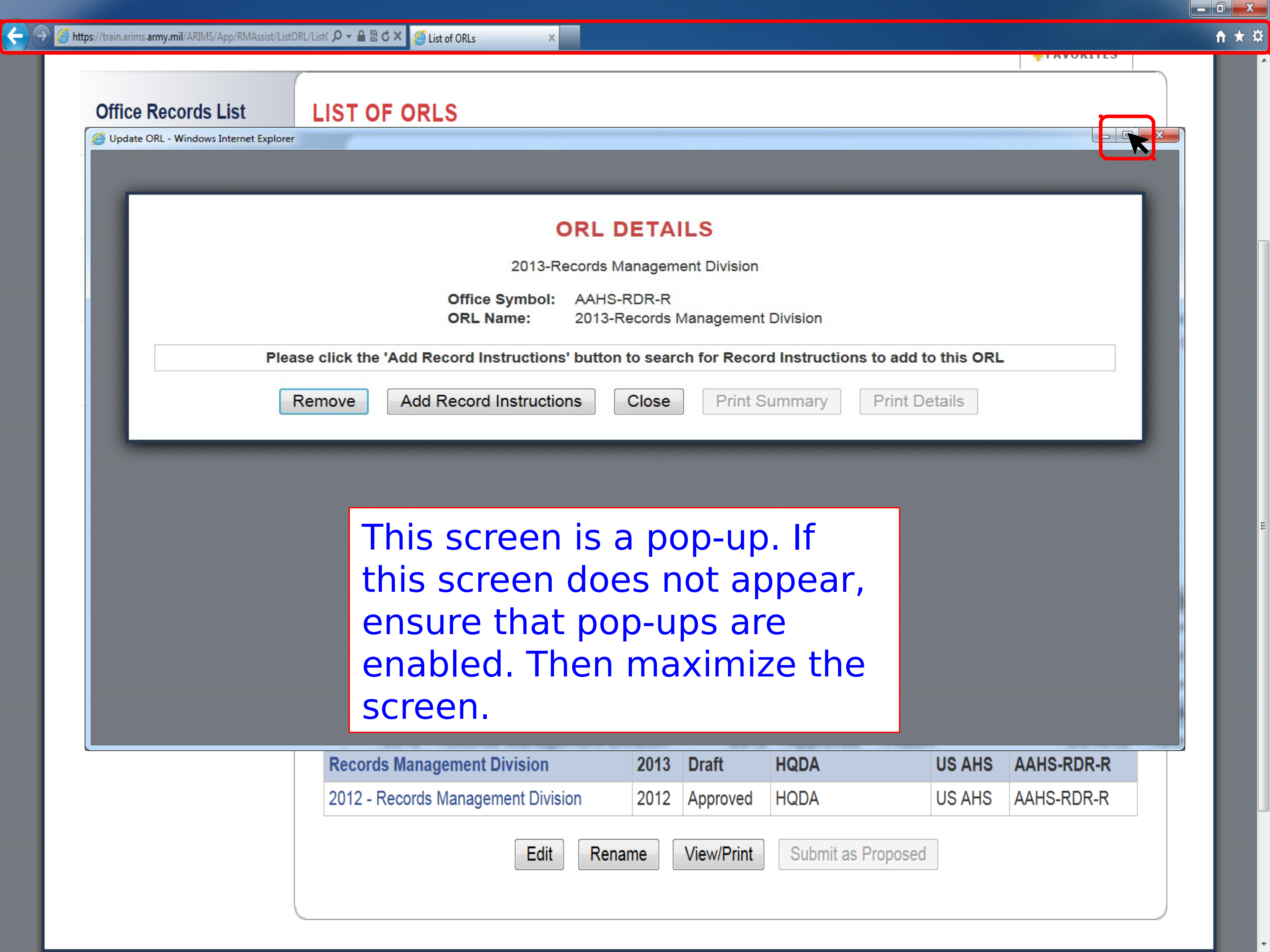
Office Symbol: AAHS-RDR-R *

Submit

	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	**2013**	**Draft**	**HQDA**	**US AHS**	**AAHS-RDR-R**
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit
Rename
View/Print
Submit as Proposed
Delete

Click on the ORL to highlight it. Then click "Edit".


https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
FAVORITES
Office Records List
Update ORL - Windows Internet Explorer
Remove
Add Record Instructions
Close
Print Summary
Print Details
Edit
Rename
View/Print
Submit as Proposed

LIST OF ORLS

ORL DETAILS

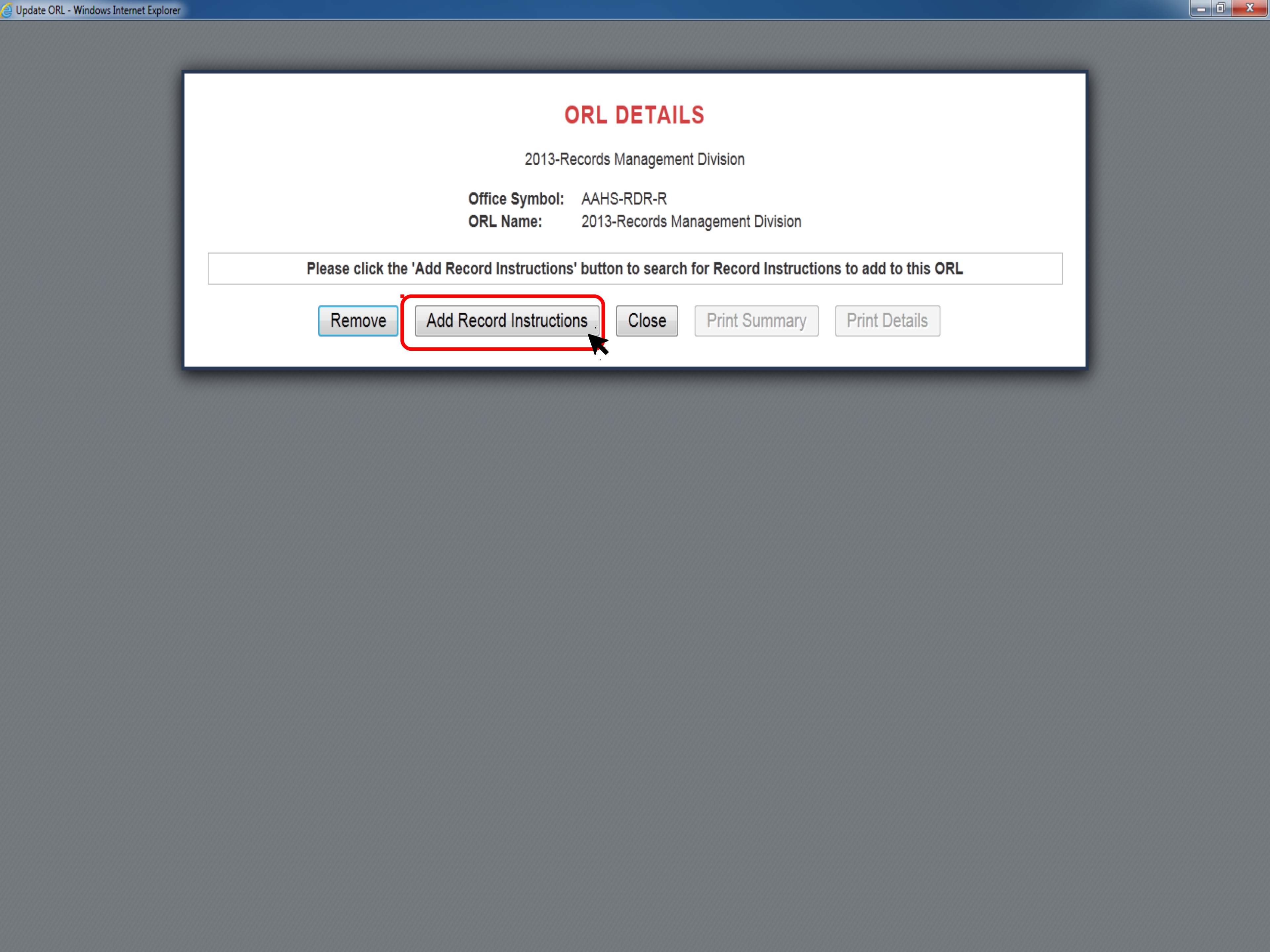
2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL

Records Management Division	2013	Draft	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

This screen is a pop-up. If this screen does not appear, ensure that pop-ups are enabled. Then maximize the screen.



Update ORL - Windows Internet Explorer

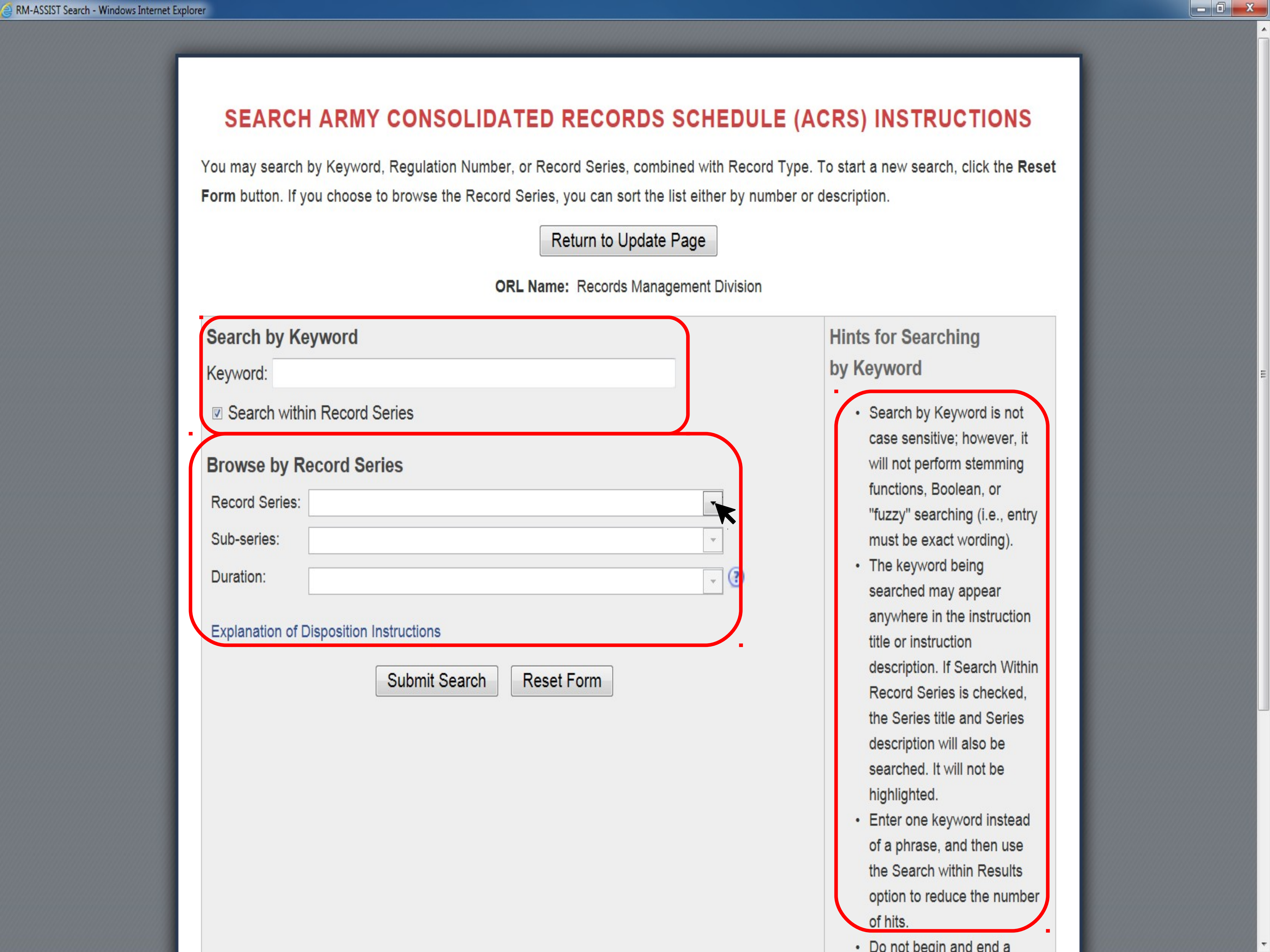
ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL

Remove
Add Record Instructions
Close
Print Summary
Print Details



SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

ORL Name: Records Management Division

Search by Keyword

Keyword:

☑ Search within Record Series

Browse by Record Series

Record Series:

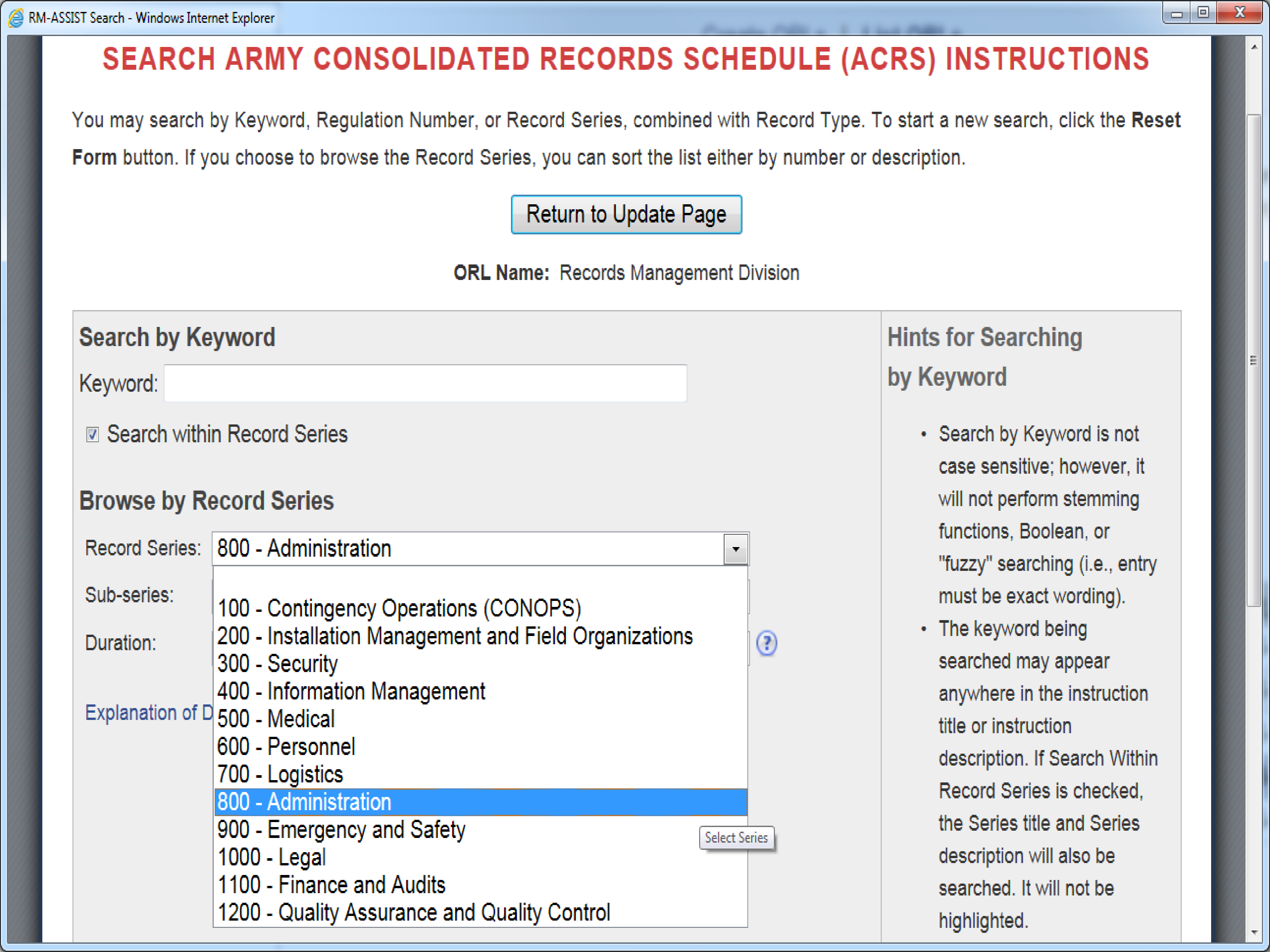
Sub-series:

Duration:

Explanation of Disposition Instructions

Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.
- Enter one keyword instead of a phrase, and then use the Search within Results option to reduce the number of hits.
- Do not begin and end a



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ORL Name: Records Management Division

Search by Keyword

Keyword:

☑ Search within Record Series

Browse by Record Series

Record Series: 800 - Administration

Sub-series:

Duration:

Explanation of D

- 100 - Contingency Operations (CONOPS)
- 200 - Installation Management and Field Organizations
- 300 - Security
- 400 - Information Management
- 500 - Medical
- 600 - Personnel
- 700 - Logistics
- 800 - Administration
- 900 - Emergency and Safety
- 1000 - Legal
- 1100 - Finance and Audits
- 1200 - Quality Assurance and Quality Control

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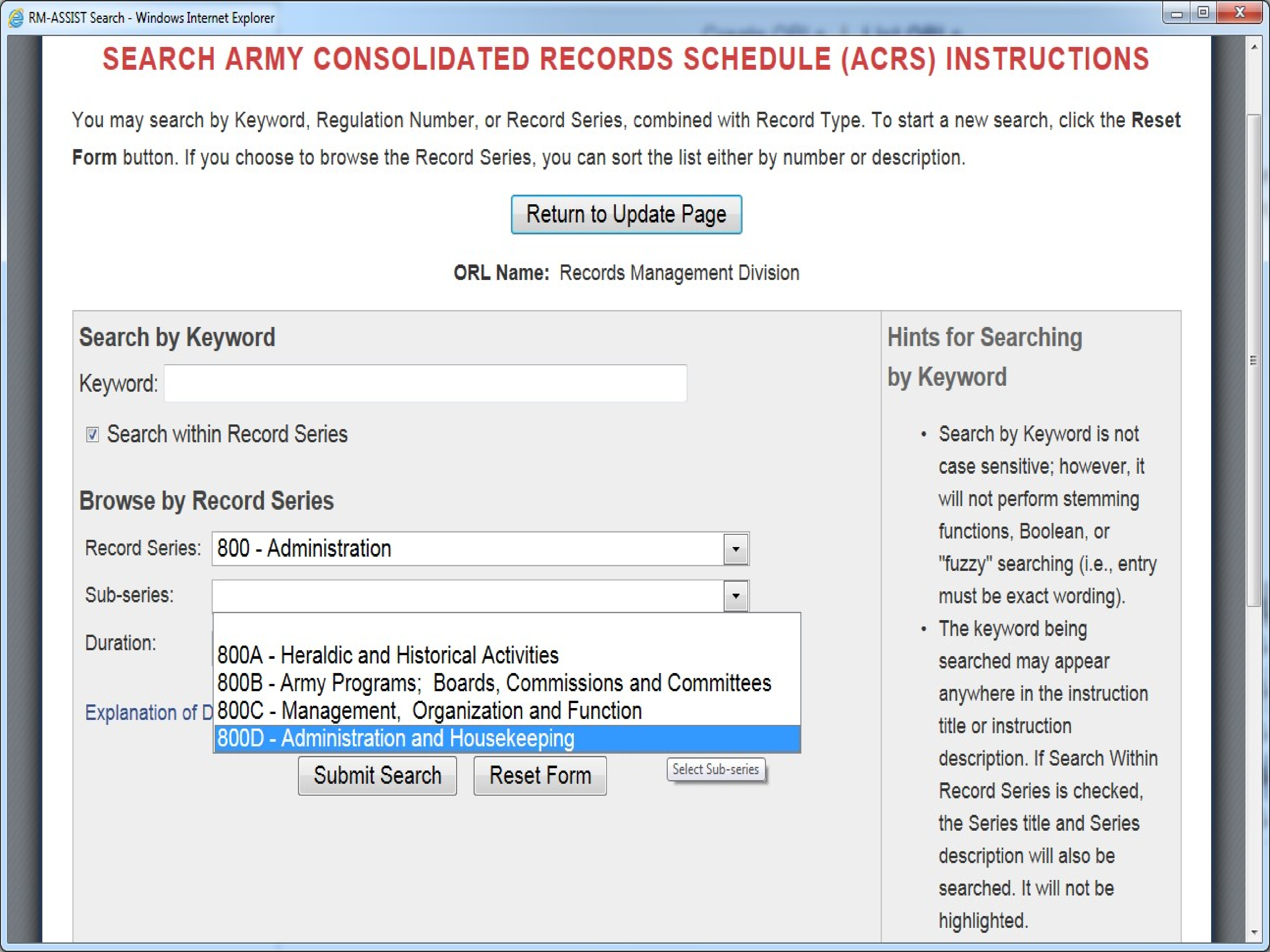

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ORL Name: Records Management Division

Search by Keyword

Keyword:

☑ Search within Record Series

Browse by Record Series

Record Series: 800 - Administration

Sub-series:

- 800A - Heraldic and Historical Activities
- 800B - Army Programs; Boards, Commissions and Committees
- 800C - Management, Organization and Function
- 800D - Administration and Housekeeping

Duration:

Explanation of D

Hints for Searching by Keyword

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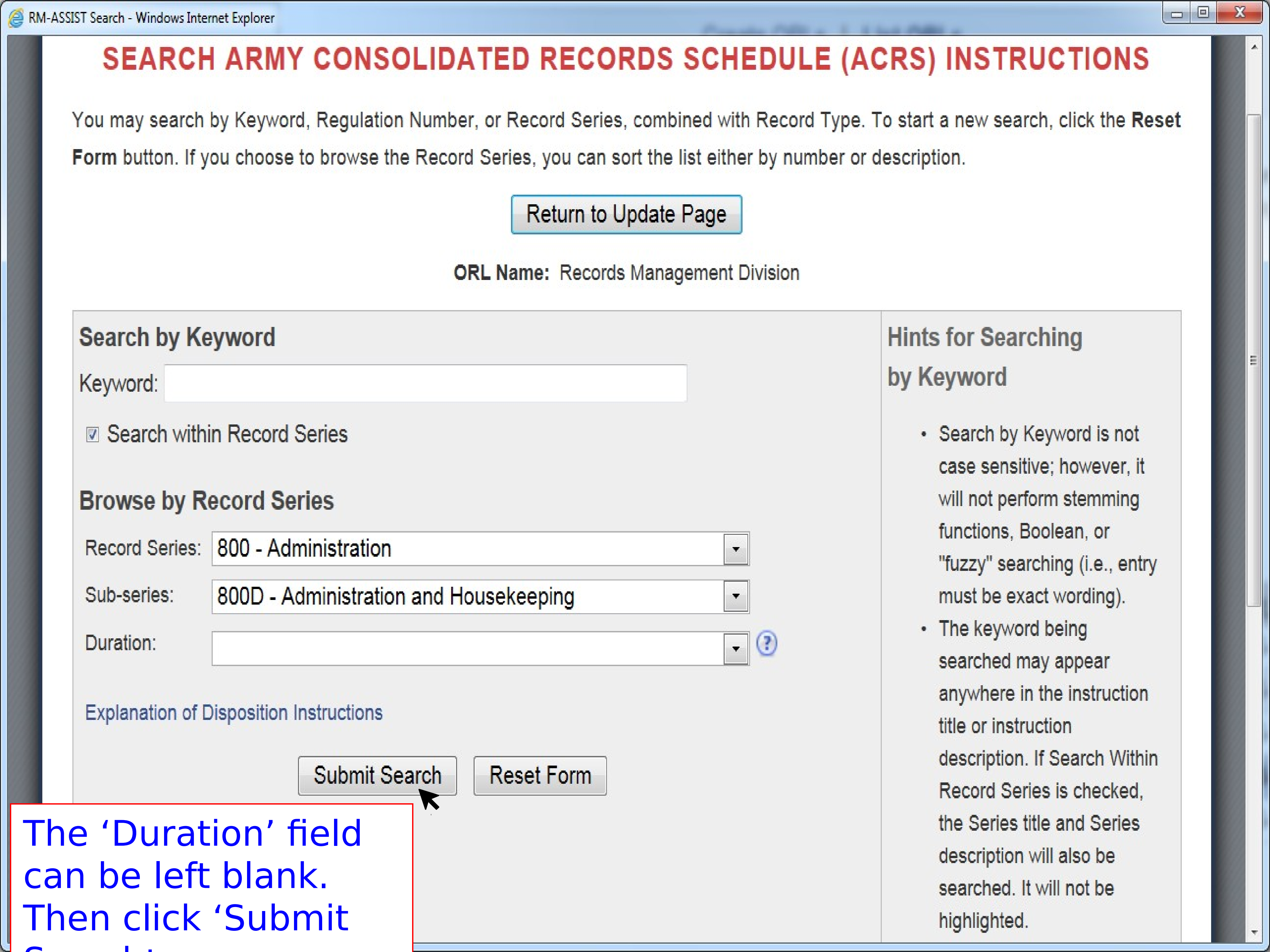

RM-ASSIST Search - Windows Internet Explorer
Return to Update Page
Submit Search
Reset Form
Explanation of Disposition Instructions

SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

ORL Name: Records Management Division

Search by Keyword

Keyword:

☑ Search within Record Series

Browse by Record Series

Record Series: 800 - Administration

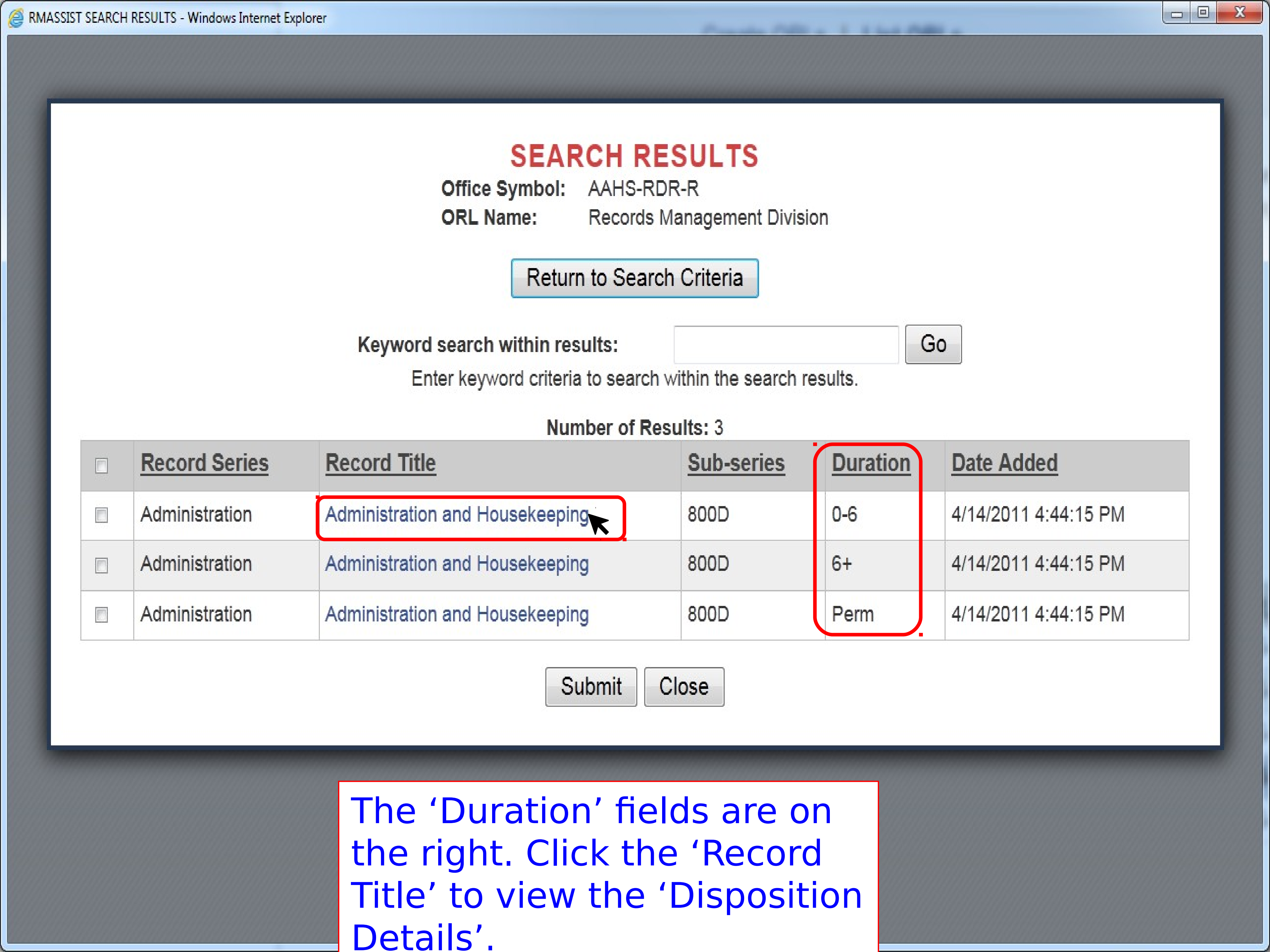
Sub-series: 800D - Administration and Housekeeping

Duration:

Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.

The ‘Duration’ field can be left blank. Then click ‘Submit


RMASSIST SEARCH RESULTS - Windows Internet Explorer
Return to Search Criteria
Go
Submit
Close

SEARCH RESULTS

Office Symbol: AAHS-RDR-R
ORL Name: Records Management Division

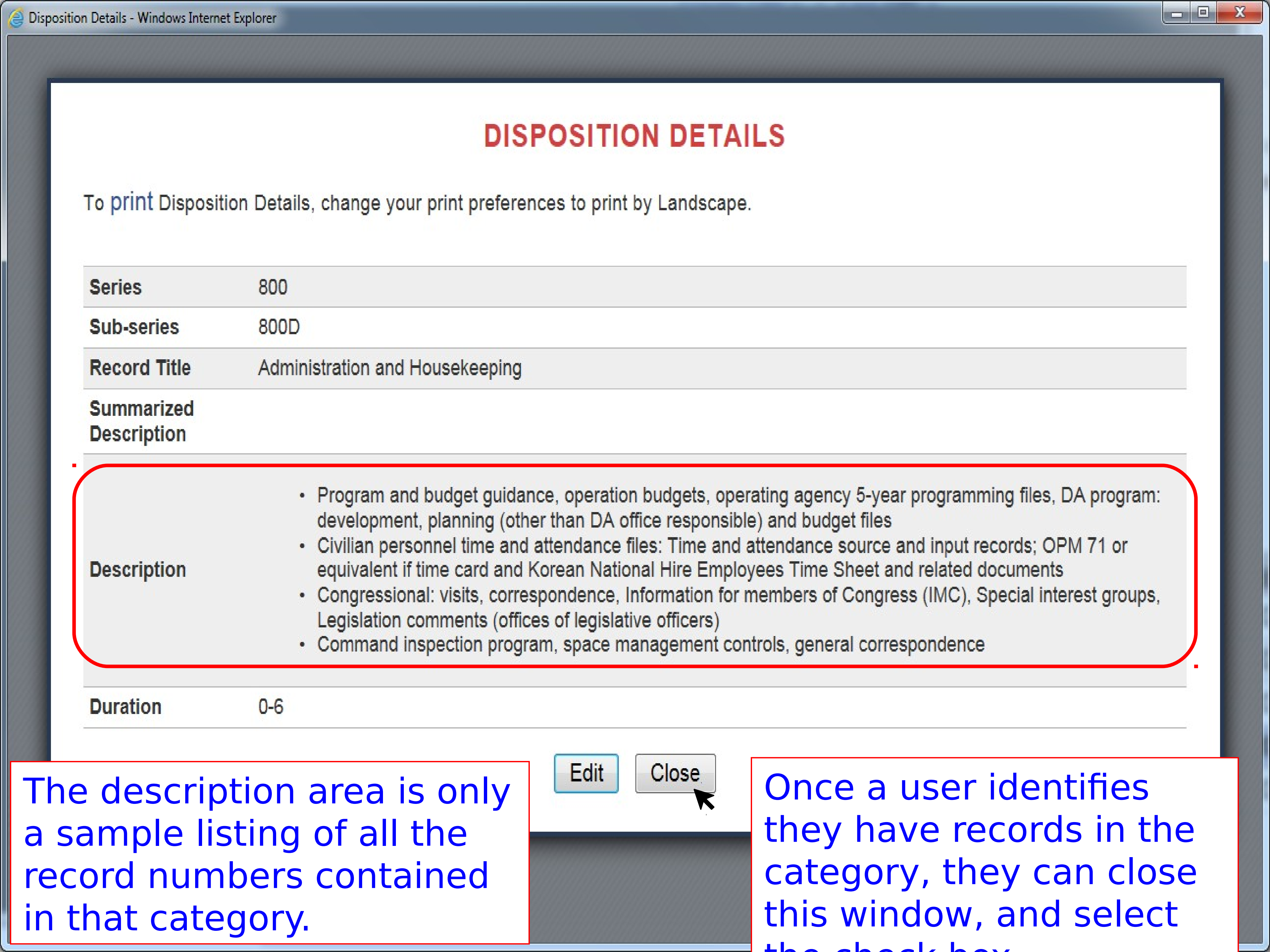
Keyword search within results:

Enter keyword criteria to search within the search results.

Number of Results: 3

☐	Record Series	Record Title	Sub-series	Duration	Date Added
☐	Administration	Administration and Housekeeping	800D	0-6	4/14/2011 4:44:15 PM
☐	Administration	Administration and Housekeeping	800D	6+	4/14/2011 4:44:15 PM
☐	Administration	Administration and Housekeeping	800D	Perm	4/14/2011 4:44:15 PM

The ‘Duration’ fields are on the right. Click the ‘Record Title’ to view the ‘Disposition Details’.



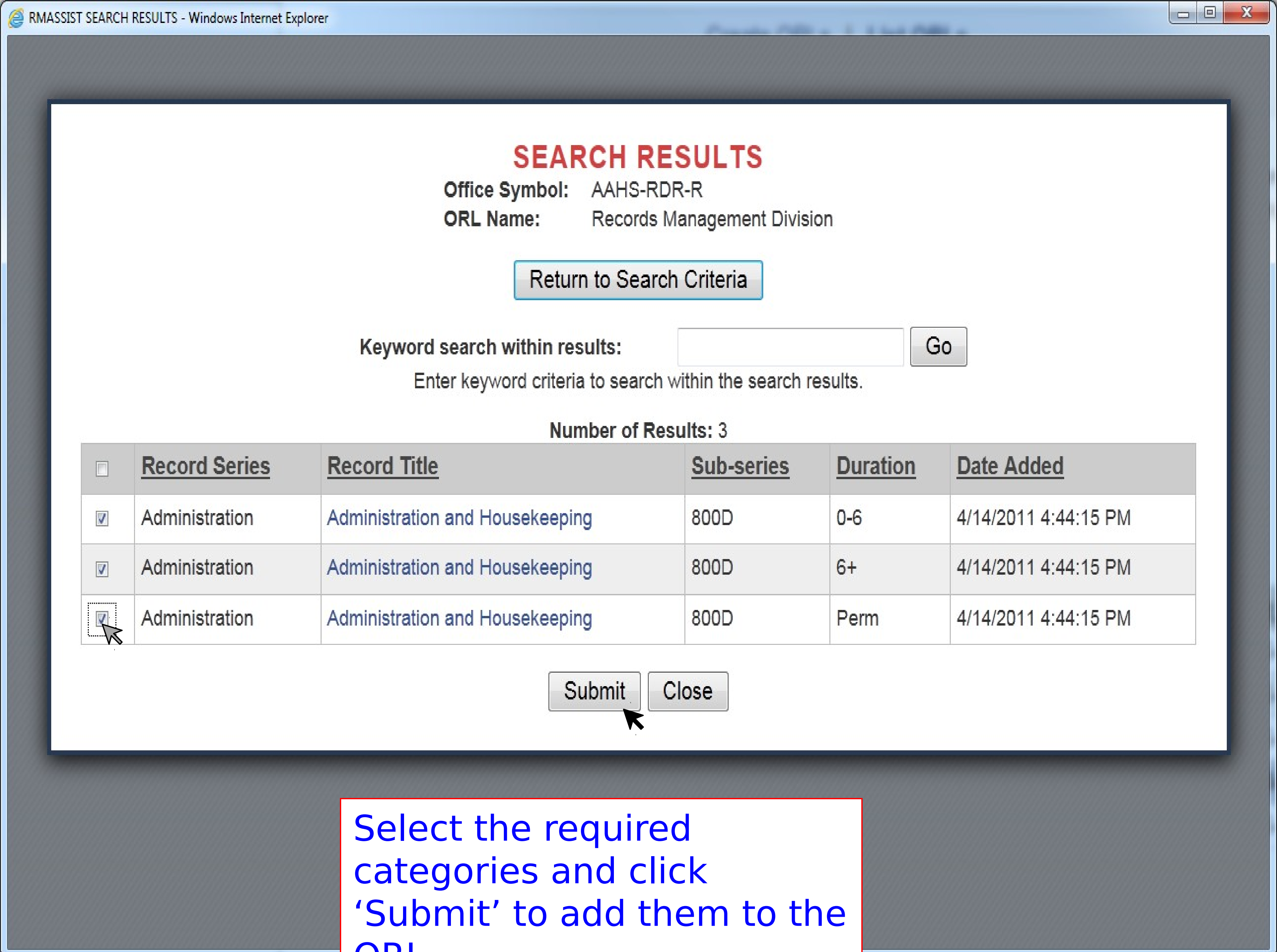
DISPOSITION DETAILS

To print Disposition Details, change your print preferences to print by Landscape.

Series	800
Sub-series	800D
Record Title	Administration and Housekeeping
Summarized Description	
Description	• Program and budget guidance, operation budgets, operating agency 5-year programming files, DA program: development, planning (other than DA office responsible) and budget files • Civilian personnel time and attendance files: Time and attendance source and input records; OPM 71 or equivalent if time card and Korean National Hire Employees Time Sheet and related documents • Congressional: visits, correspondence, Information for members of Congress (IMC), Special interest groups, Legislation comments (offices of legislative officers) • Command inspection program, space management controls, general correspondence
Duration	0-6

The description area is only a sample listing of all the record numbers contained in that category.

Once a user identifies they have records in the category, they can close this window, and select


RMASSIST SEARCH RESULTS - Windows Internet Explorer
Return to Search Criteria
Go
Submit
Close

SEARCH RESULTS

Office Symbol: AAHS-RDR-R
ORL Name: Records Management Division

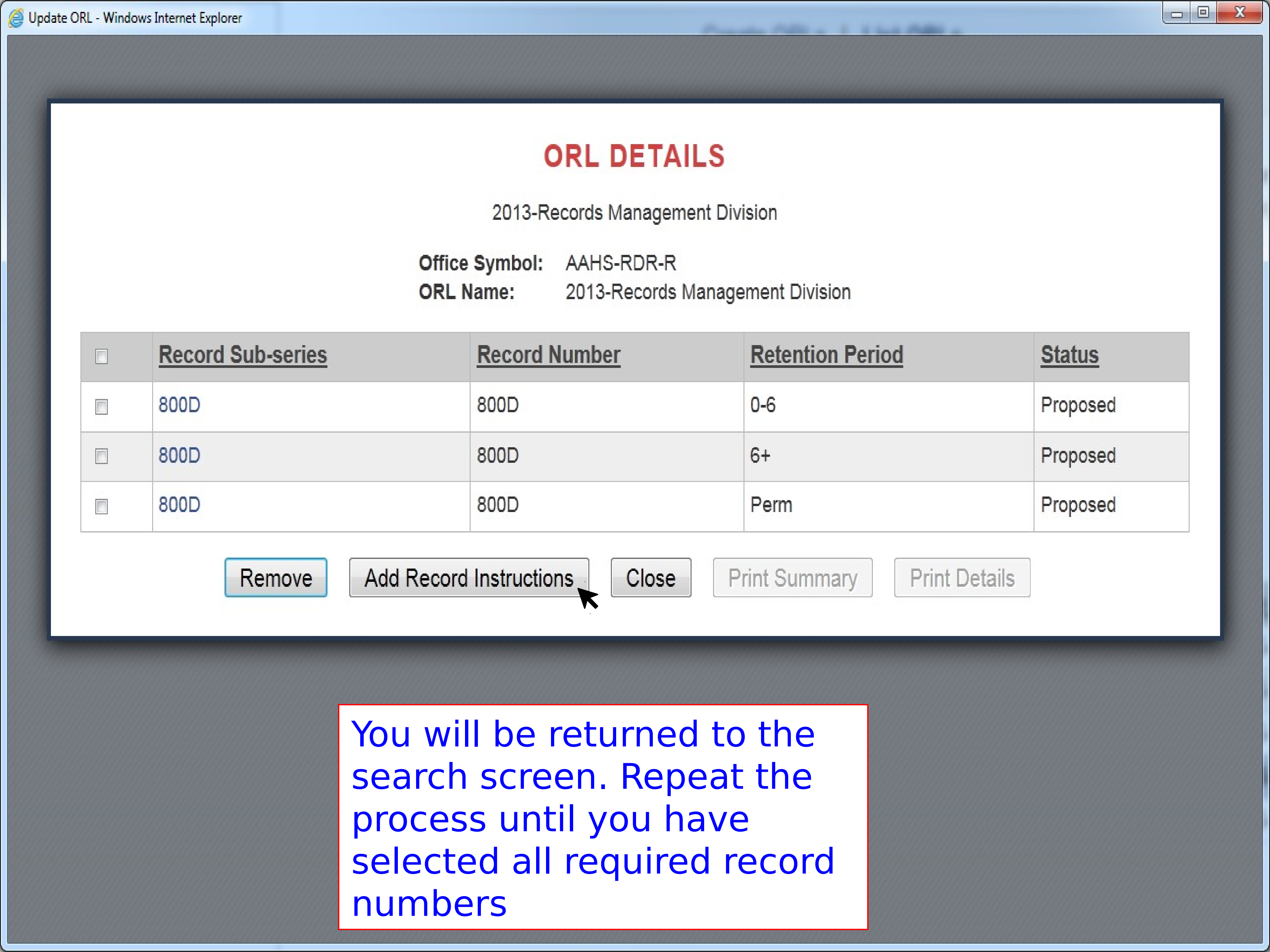
Keyword search within results:

Enter keyword criteria to search within the search results.

Number of Results: 3

☐	Record Series	Record Title	Sub-series	Duration	Date Added
☑	Administration	Administration and Housekeeping	800D	0-6	4/14/2011 4:44:15 PM
☑	Administration	Administration and Housekeeping	800D	6+	4/14/2011 4:44:15 PM
☑	Administration	Administration and Housekeeping	800D	Perm	4/14/2011 4:44:15 PM

Select the required categories and click ‘Submit’ to add them to the ORL


Update ORL - Windows Internet Explorer

ORL DETAILS

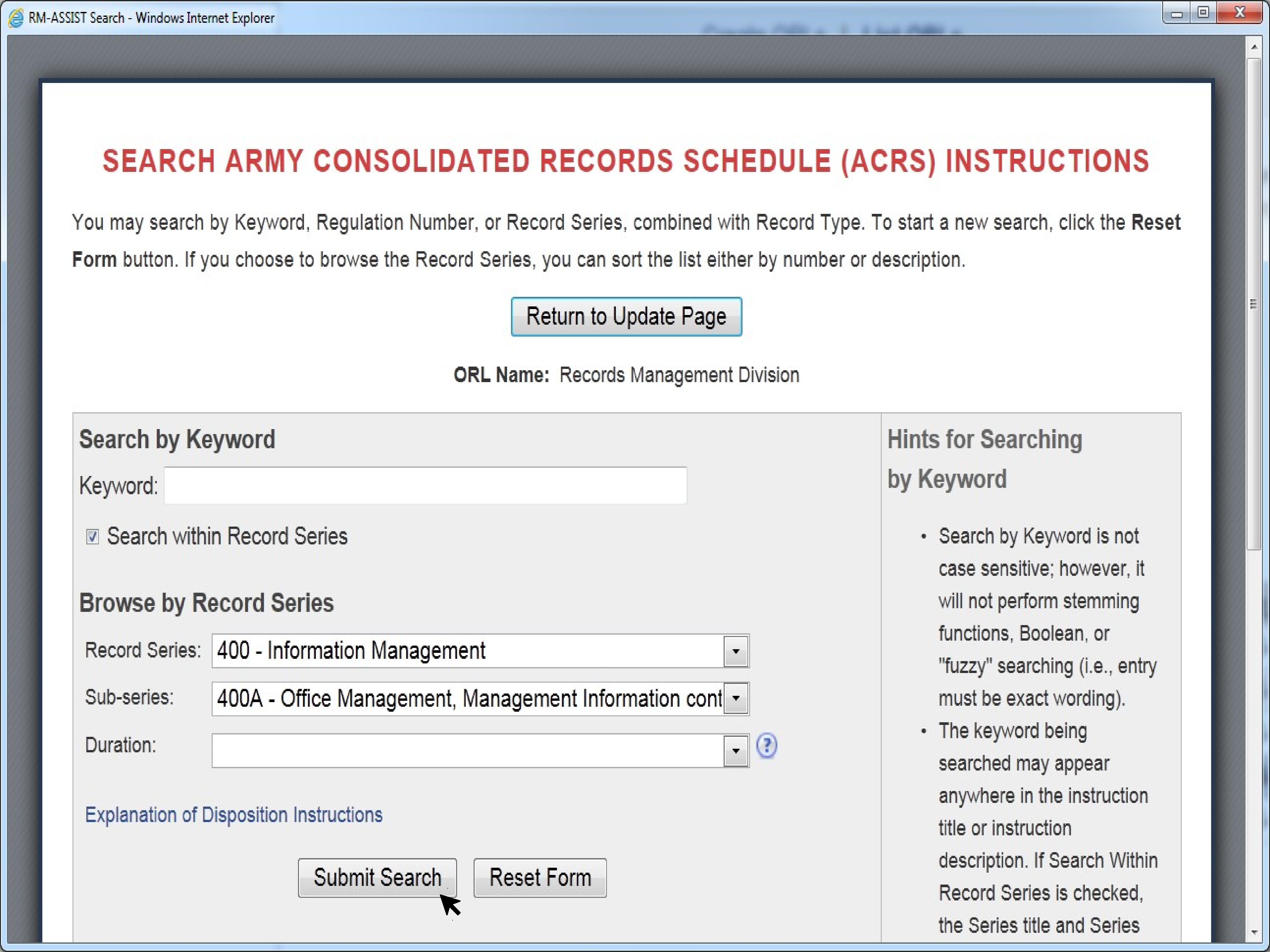
2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

☐	Record Sub-series	Record Number	Retention Period	Status
☐	800D	800D	0-6	Proposed
☐	800D	800D	6+	Proposed
☐	800D	800D	Perm	Proposed

Remove
Add Record Instructions
Close
Print Summary
Print Details

You will be returned to the search screen. Repeat the process until you have selected all required record numbers


RM-ASSIST Search - Windows Internet Explorer

SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

Return to Update Page

ORL Name: Records Management Division

Search by Keyword

Keyword:

☑ Search within Record Series

Browse by Record Series

Record Series: 400 - Information Management

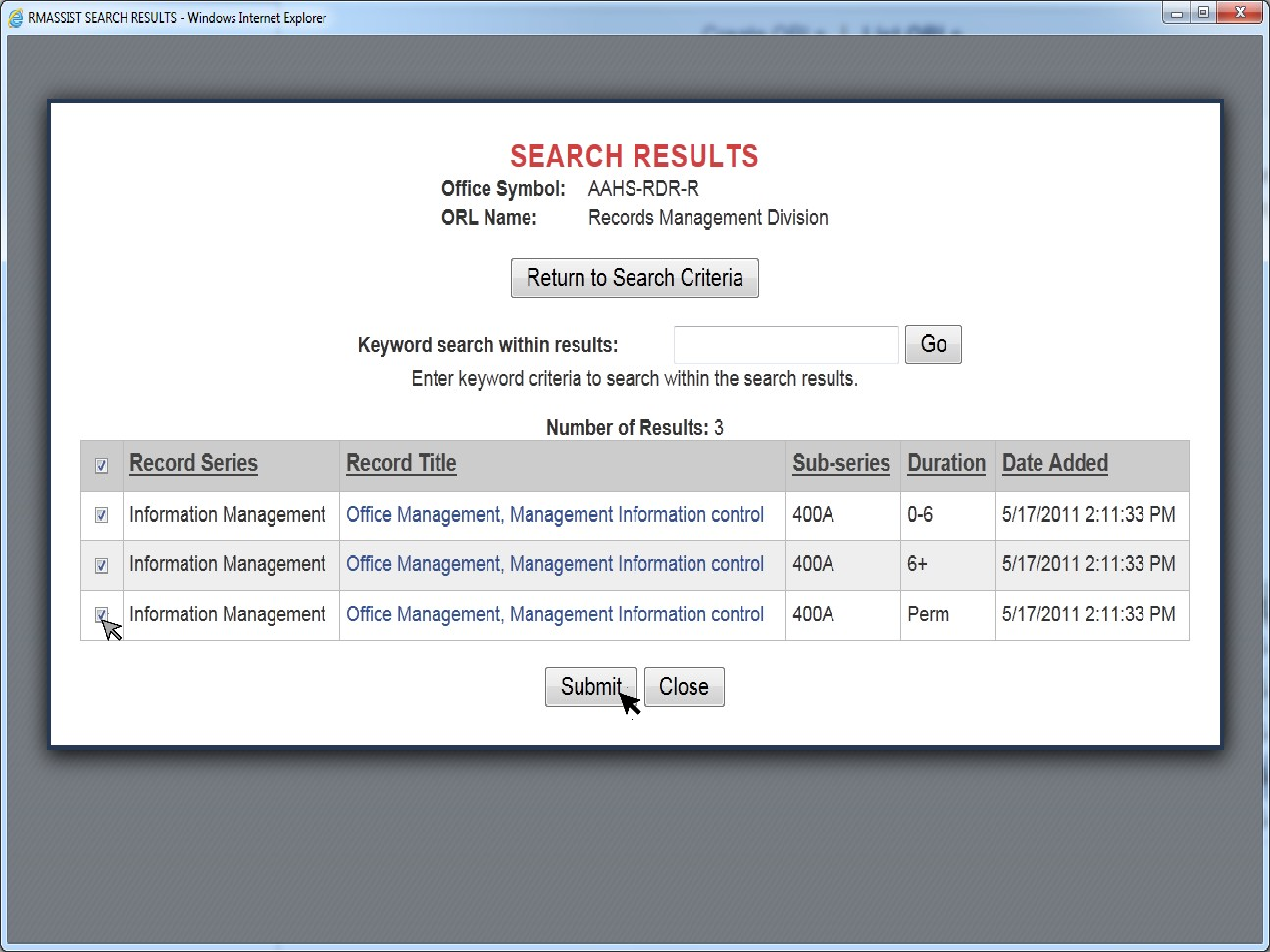
Sub-series: 400A - Office Management, Management Information cont

Duration:

Explanation of Disposition Instructions
Submit Search
Reset Form

Hints for Searching by Keyword

- Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Series is checked, the Series title and Series


RMASSIST SEARCH RESULTS - Windows Internet Explorer
Return to Search Criteria
Go
Submit
Close

SEARCH RESULTS

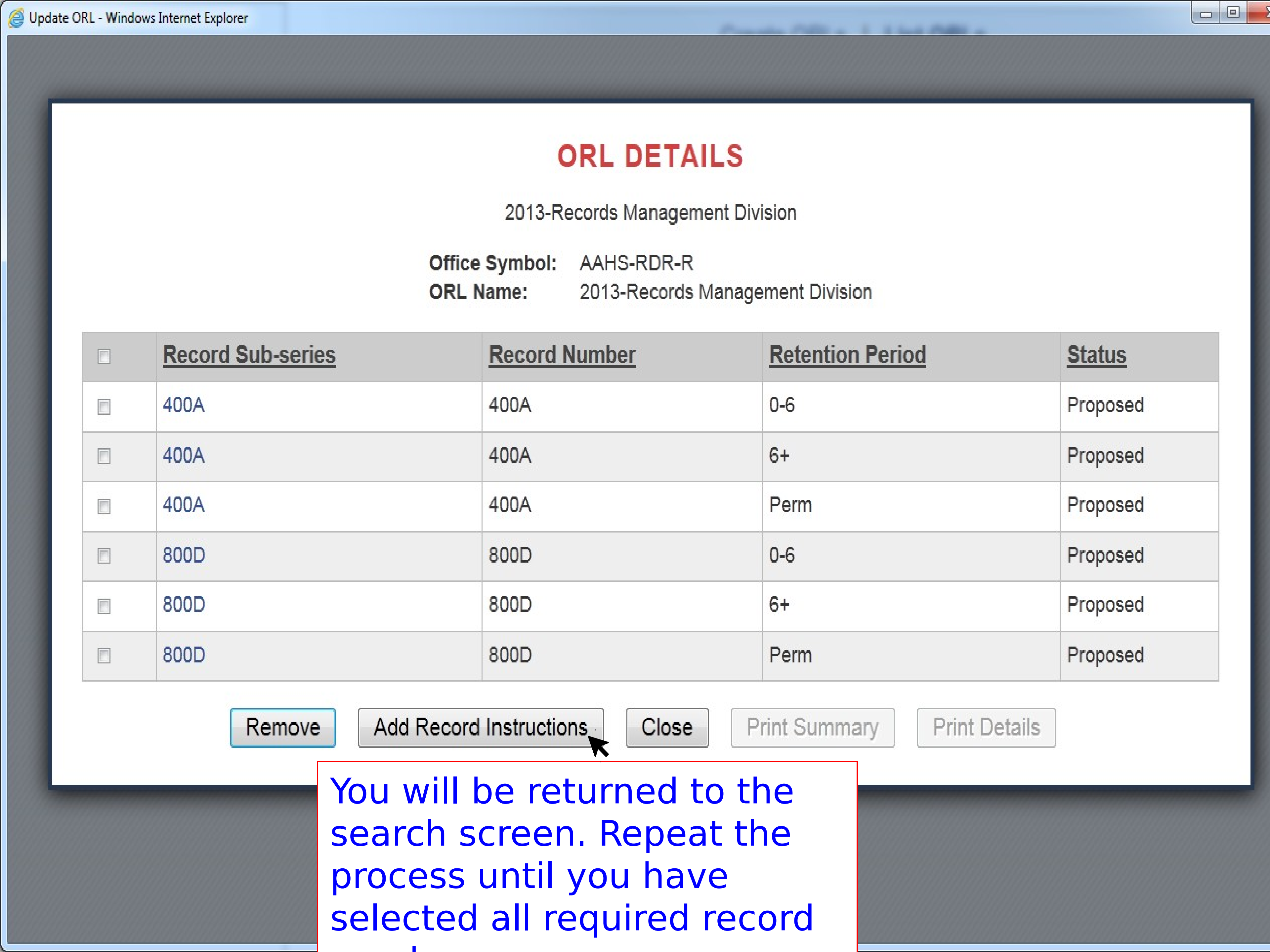
Office Symbol: AAHS-RDR-R
ORL Name: Records Management Division

Keyword search within results:

Enter keyword criteria to search within the search results.

Number of Results: 3

☑	Record Series	Record Title	Sub-series	Duration	Date Added
☑	Information Management	Office Management, Management Information control	400A	0-6	5/17/2011 2:11:33 PM
☑	Information Management	Office Management, Management Information control	400A	6+	5/17/2011 2:11:33 PM
☑	Information Management	Office Management, Management Information control	400A	Perm	5/17/2011 2:11:33 PM


Update ORL - Windows Internet Explorer

ORL DETAILS

2013-Records Management Division

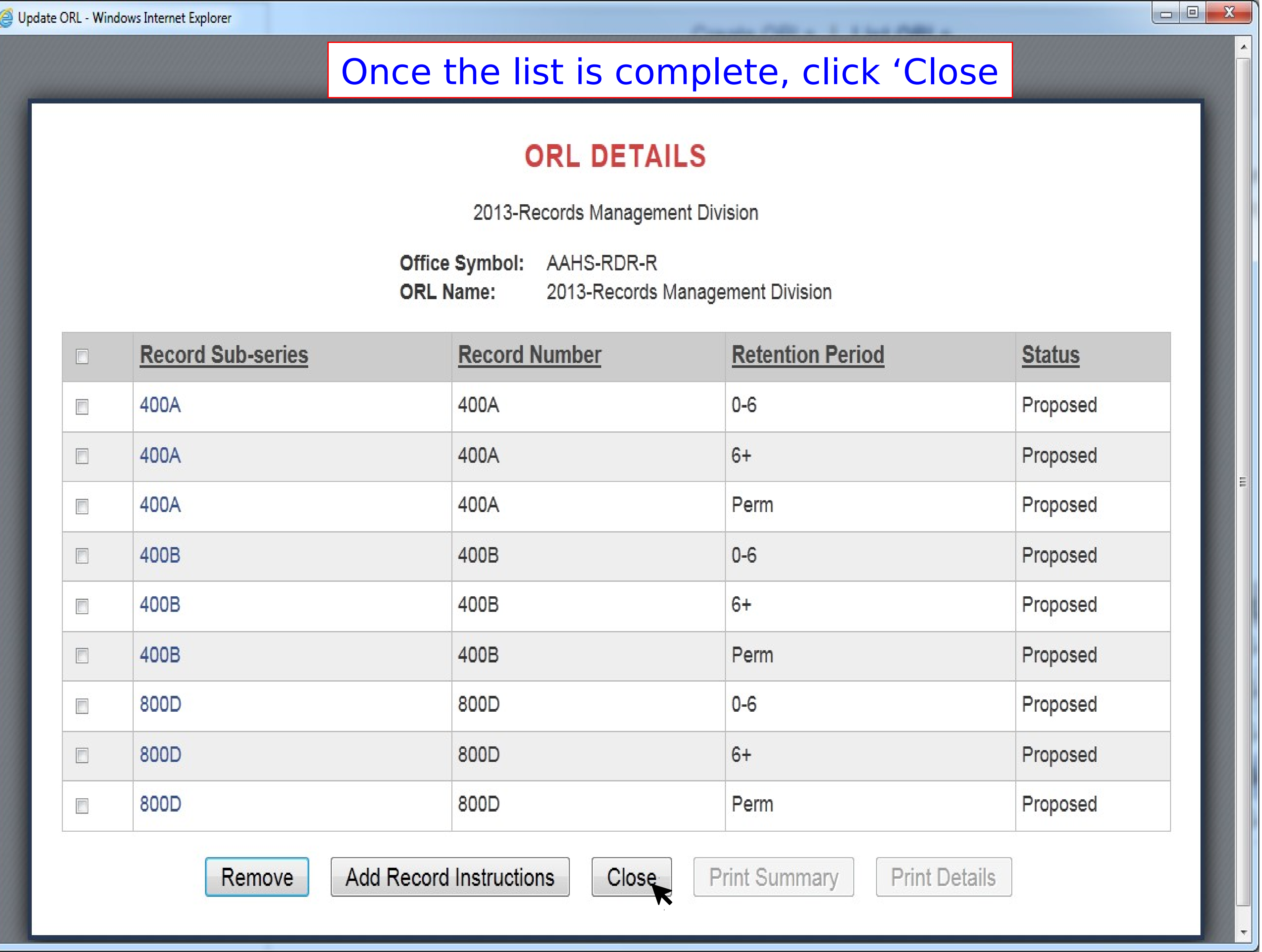
Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

☐	Record Sub-series	Record Number	Retention Period	Status
☐	400A	400A	0-6	Proposed
☐	400A	400A	6+	Proposed
☐	400A	400A	Perm	Proposed
☐	800D	800D	0-6	Proposed
☐	800D	800D	6+	Proposed
☐	800D	800D	Perm	Proposed

Remove
Add Record Instructions
Close
Print Summary
Print Details

You will be returned to the search screen. Repeat the process until you have selected all required record

Once the list is complete, click ‘Close


Update ORL - Windows Internet Explorer

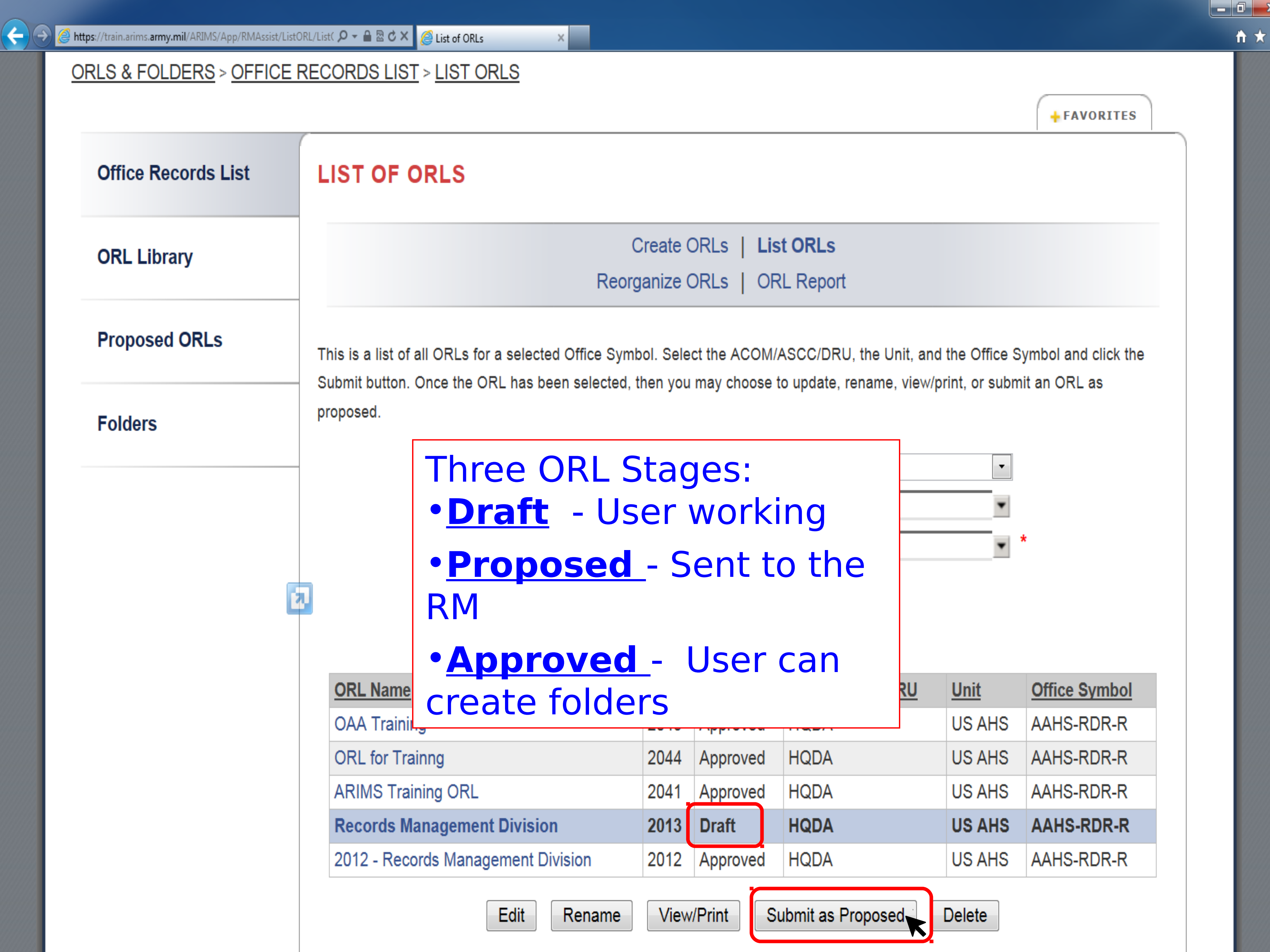
ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

☐	Record Sub-series	Record Number	Retention Period	Status
☐	400A	400A	0-6	Proposed
☐	400A	400A	6+	Proposed
☐	400A	400A	Perm	Proposed
☐	400B	400B	0-6	Proposed
☐	400B	400B	6+	Proposed
☐	400B	400B	Perm	Proposed
☐	800D	800D	0-6	Proposed
☐	800D	800D	6+	Proposed
☐	800D	800D	Perm	Proposed

Remove
Add Record Instructions
Close
Print Summary
Print Details



https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Edit
Rename
View/Print
Submit as Proposed
Delete

ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS

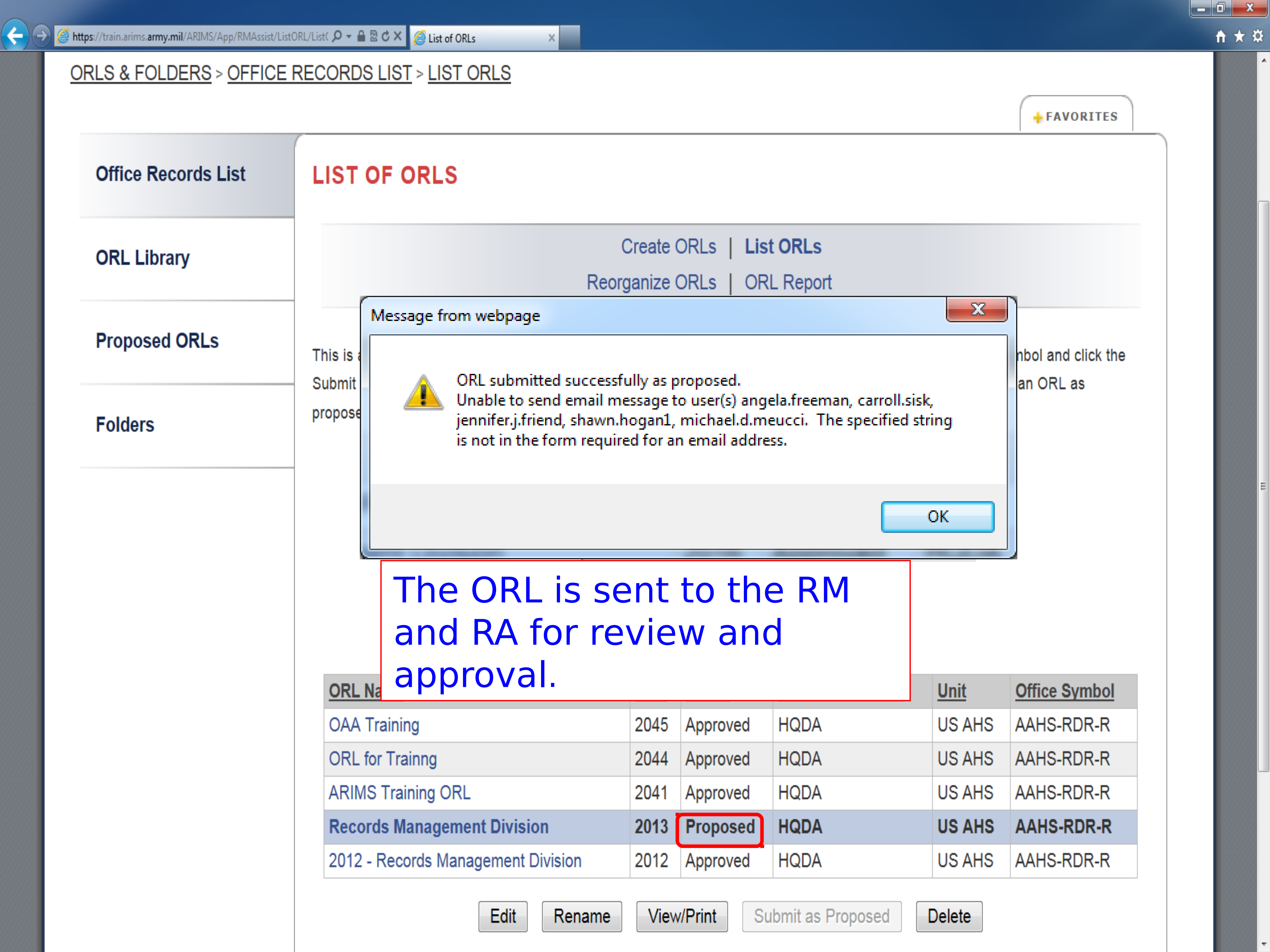
LIST OF ORLS

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

Three ORL Stages:

- **Draft** - User working
- **Proposed** - Sent to the RM
- **Approved** - User can create folders

ORL Name			RU	Unit	Office Symbol
OAA Traini				US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	**2013**	**Draft**	**HQDA**	**US AHS**	**AAHS-RDR-R**
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R


https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
FAVORITES

ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS

- **Office Records List**
- **ORL Library**
- **Proposed ORLs**
- **Folders**

LIST OF ORLS

Create ORLs | **List ORLs**
Reorganize ORLs | ORL Report

This is
Submit
propose

mbol and click the
an ORL as

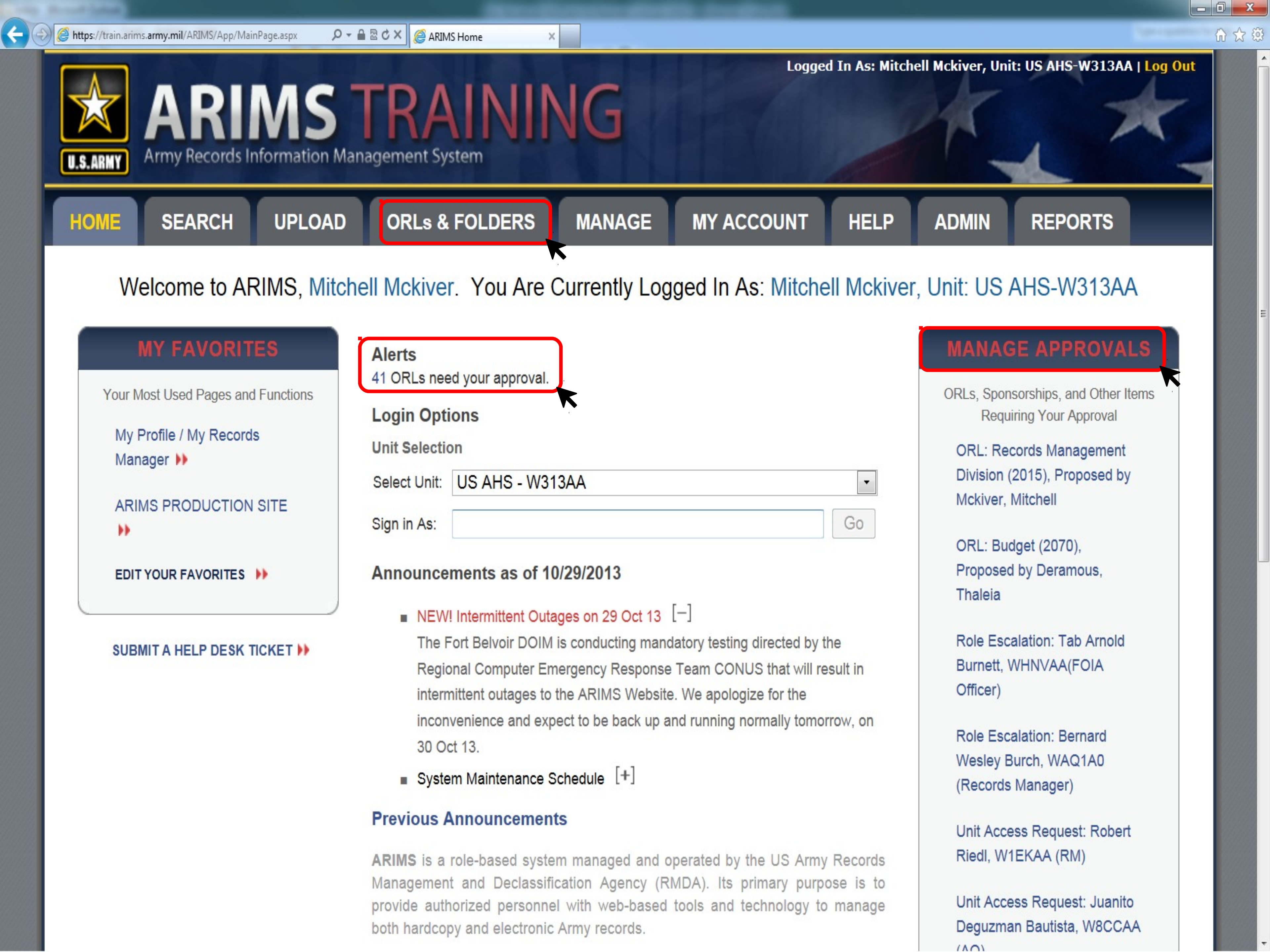
Message from webpage

ORL submitted successfully as proposed.
Unable to send email message to user(s) angela.freeman, carroll.sisk, jennifer.j.friend, shawn.hogan1, michael.d.meucci. The specified string is not in the form required for an email address.

The ORL is sent to the RM and RA for review and approval.

ORL Na				Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	**2013**	**Proposed**	**HQDA**	**US AHS**	**AAHS-RDR-R**
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R

Edit
Rename
View/Print
Submit as Proposed
Delete


https://train.arims.army.mil/ARIMS/App/MainPage.aspx
ARIMS Home
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
Go

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ▸▸

ARIMS PRODUCTION SITE ▸▸

EDIT YOUR FAVORITES ▸▸

SUBMIT A HELP DESK TICKET ▸▸

Alerts

41 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

Sign in As:

Announcements as of 10/29/2013

- NEW! Intermittent Outages on 29 Oct 13 [–]
  The Fort Belvoir DOIM is conducting mandatory testing directed by the Regional Computer Emergency Response Team CONUS that will result in intermittent outages to the ARIMS Website. We apologize for the inconvenience and expect to be back up and running normally tomorrow, on 30 Oct 13.
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: Records Management Division (2015), Proposed by Mckiver, Mitchell

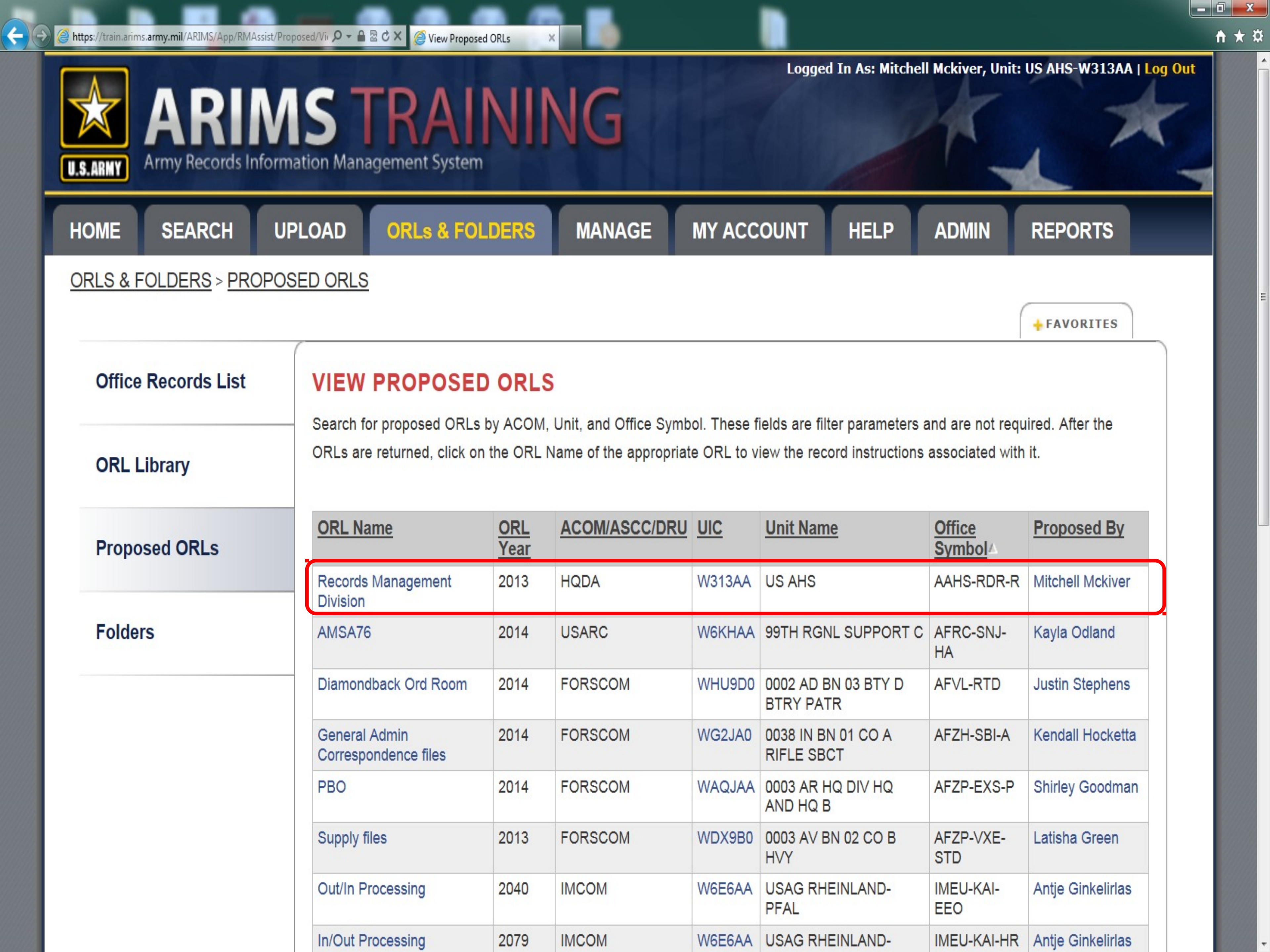
ORL: Budget (2070), Proposed by Deramous, Thaleia

Role Escalation: Tab Arnold Burnett, WHNVAA(FOIA Officer)

Role Escalation: Bernard Wesley Burch, WAQ1A0 (Records Manager)

Unit Access Request: Robert Riedl, W1EKAA (RM)

Unit Access Request: Juanito Deguzman Bautista, W8CCAA


https://train.arims.army.mil/ARIMS/App/RMAssist/Proposed/Vi
View Proposed ORLs
ARIMS TRAINING
Army Records Information Management System
U.S.ARMY
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
FAVORITES

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

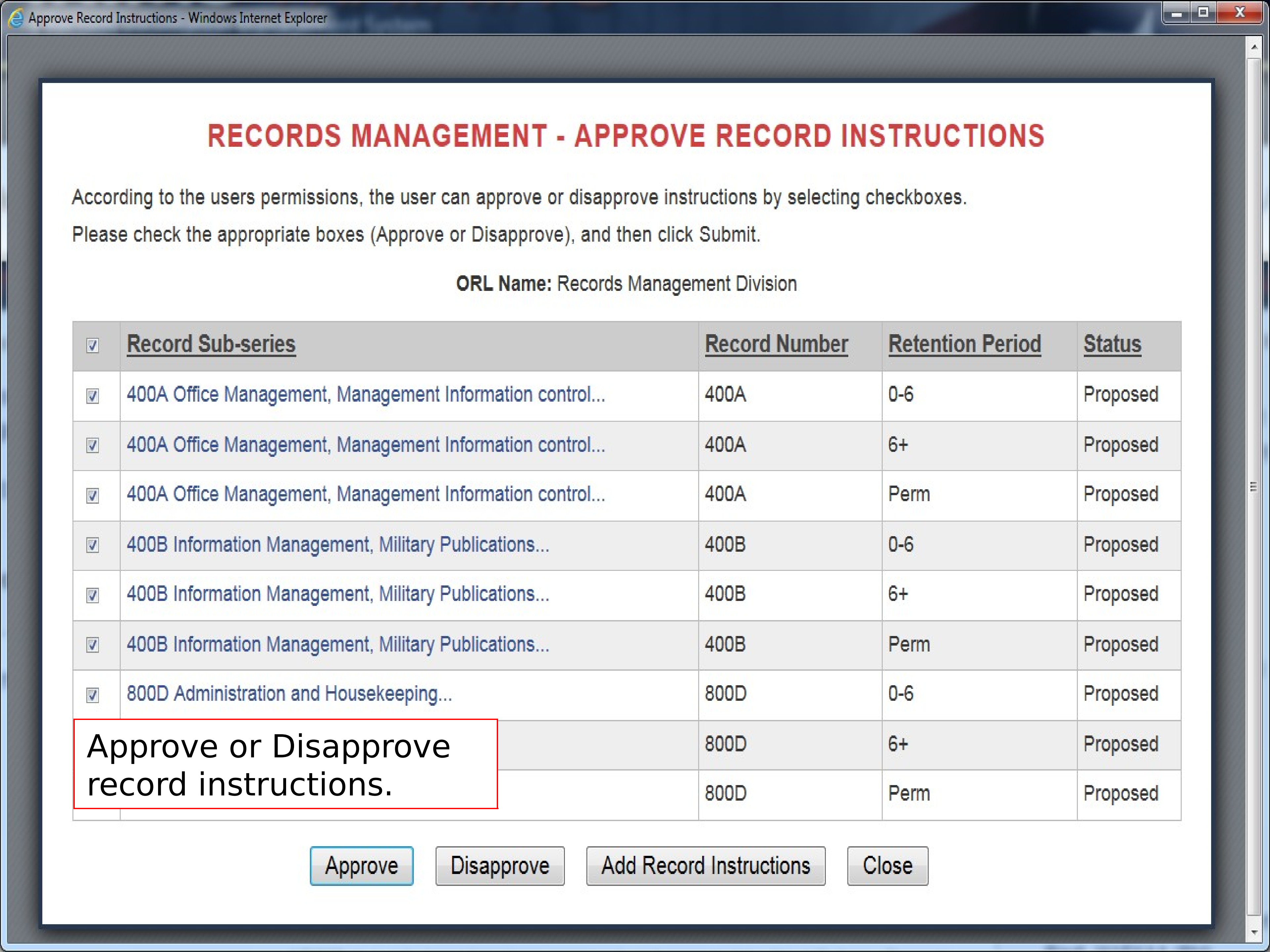
ORLS & FOLDERS > PROPOSED ORLS

- Office Records List
- ORL Library
- Proposed ORLs
- Folders

VIEW PROPOSED ORLS

Search for proposed ORLs by ACOM, Unit, and Office Symbol. These fields are filter parameters and are not required. After the ORLs are returned, click on the ORL Name of the appropriate ORL to view the record instructions associated with it.

ORL Name	ORL Year	ACOM/ASCC/DRU	UIC	Unit Name	Office Symbol	Proposed By
Records Management Division	2013	HQDA	W313AA	US AHS	AAHS-RDR-R	Mitchell Mckiver
AMSA76	2014	USARC	W6KHAA	99TH RGNL SUPPORT C	AFRC-SNJ-HA	Kayla Odland
Diamondback Ord Room	2014	FORSCOM	WHU9D0	0002 AD BN 03 BTY D BTRY PATR	AFVL-RTD	Justin Stephens
General Admin Correspondence files	2014	FORSCOM	WG2JA0	0038 IN BN 01 CO A RIFLE SBCT	AFZH-SBI-A	Kendall Hocketta
PBO	2014	FORSCOM	WAQJAA	0003 AR HQ DIV HQ AND HQ B	AFZP-EXS-P	Shirley Goodman
Supply files	2013	FORSCOM	WDX9B0	0003 AV BN 02 CO B HVY	AFZP-VXE-STD	Latisha Green
Out/In Processing	2040	IMCOM	W6E6AA	USAG RHEINLAND-PFAL	IMEU-KAI-EEO	Antje Ginkelirlas
In/Out Processing	2079	IMCOM	W6E6AA	USAG RHEINLAND-	IMEU-KAI-HR	Antje Ginkelirlas



Approve Record Instructions - Windows Internet Explorer

RECORDS MANAGEMENT - APPROVE RECORD INSTRUCTIONS

According to the users permissions, the user can approve or disapprove instructions by selecting checkboxes.

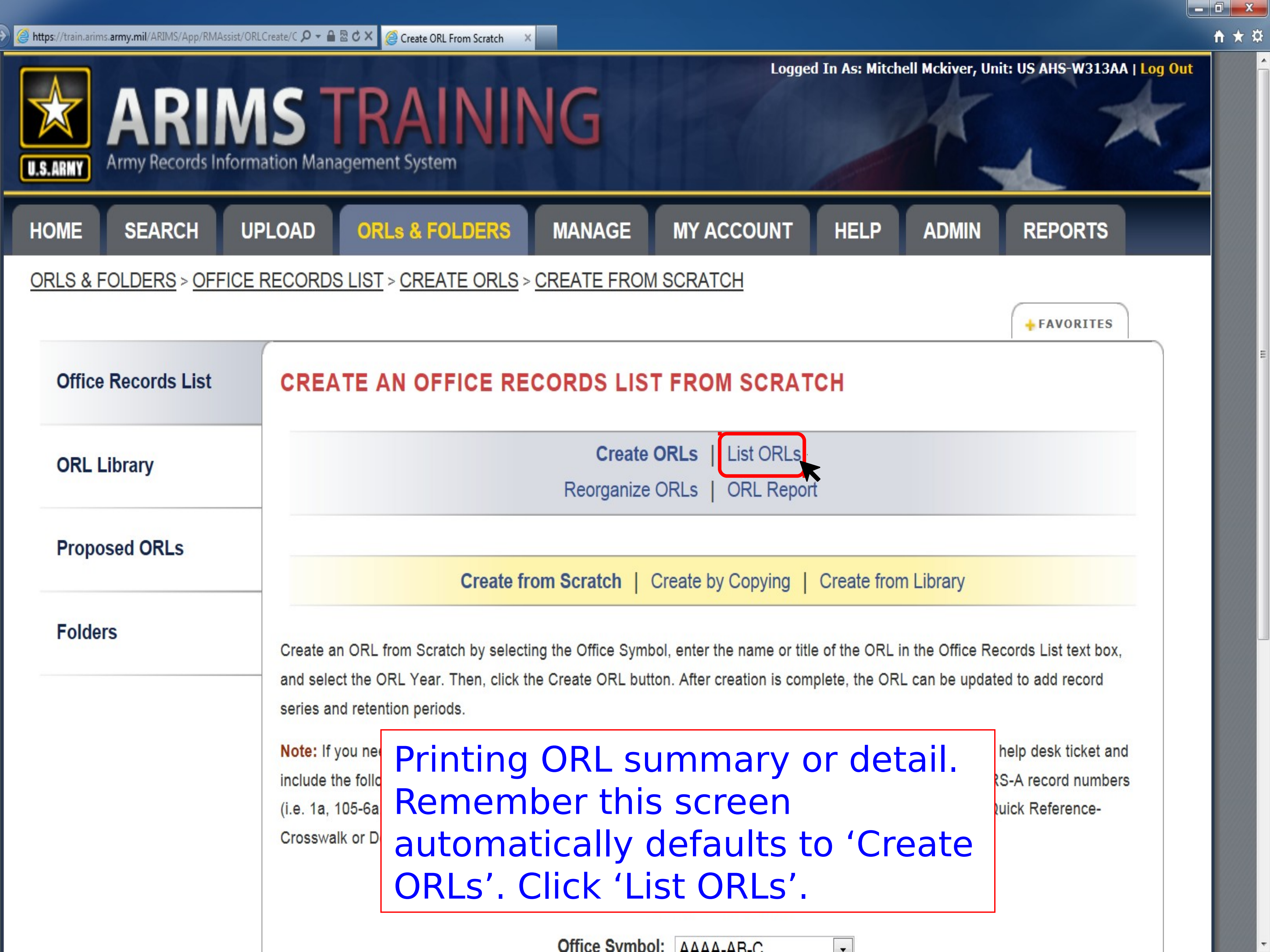
Please check the appropriate boxes (Approve or Disapprove), and then click Submit.

ORL Name: Records Management Division

☑	Record Sub-series	Record Number	Retention Period	Status
☑	400A Office Management, Management Information control...	400A	0-6	Proposed
☑	400A Office Management, Management Information control...	400A	6+	Proposed
☑	400A Office Management, Management Information control...	400A	Perm	Proposed
☑	400B Information Management, Military Publications...	400B	0-6	Proposed
☑	400B Information Management, Military Publications...	400B	6+	Proposed
☑	400B Information Management, Military Publications...	400B	Perm	Proposed
☑	800D Administration and Housekeeping...	800D	0-6	Proposed
		800D	6+	Proposed
		800D	Perm	Proposed

Approve
Disapprove
Add Record Instructions
Close

Approve or Disapprove record instructions.


https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCreate/C
Create ORL From Scratch
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Create from Scratch | Create by Copying | Create from Library

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE FROM SCRATCH

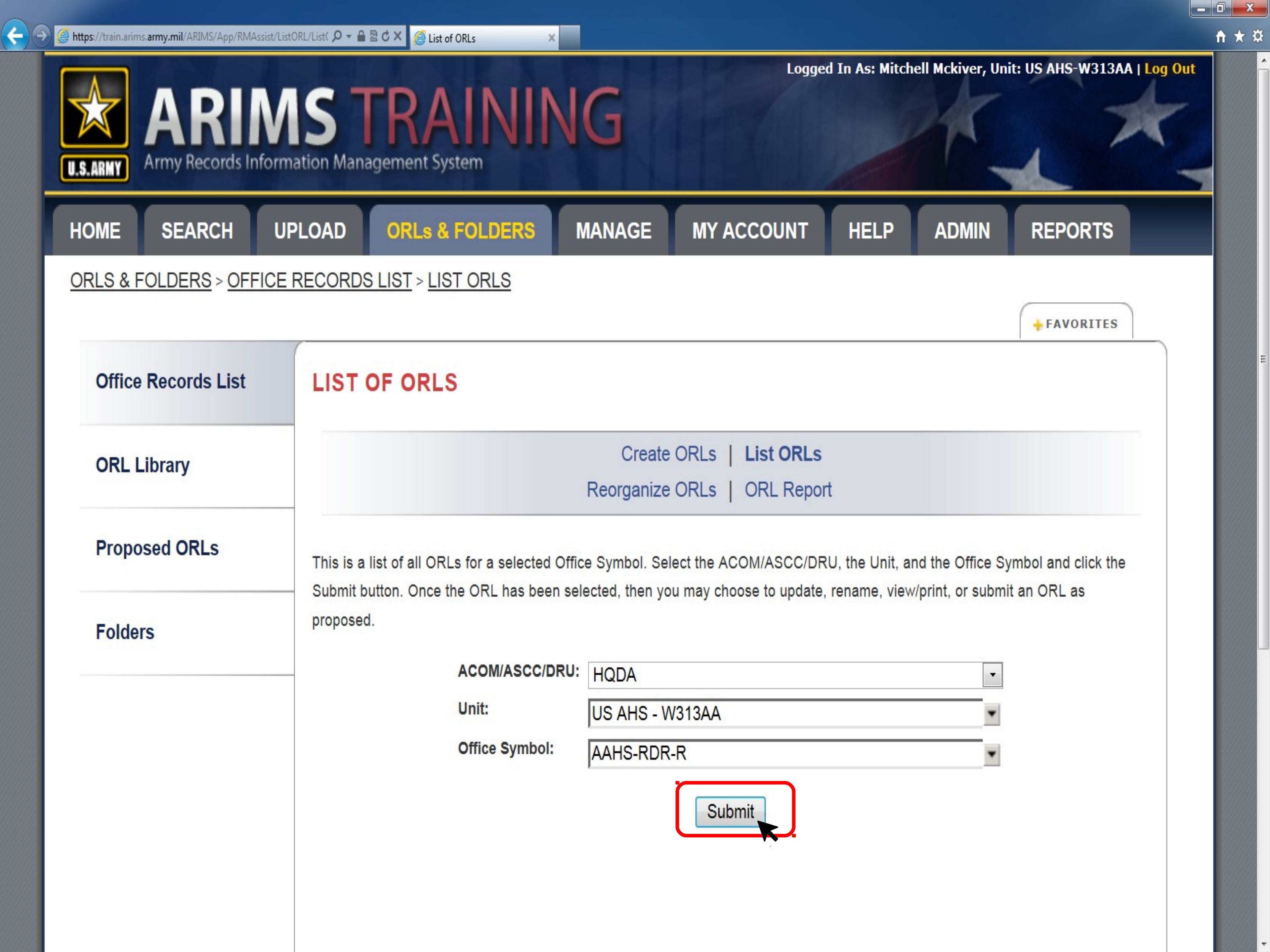
CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

Note: If you ne … help desk ticket and include the follo… RS-A record numbers (i.e. 1a, 105-6a … uick Reference-Crosswalk or D…

Office Symbol: AAAA-AB-C

Printing ORL summary or detail. Remember this screen automatically defaults to ‘Create ORLs’. Click ‘List ORLs’.

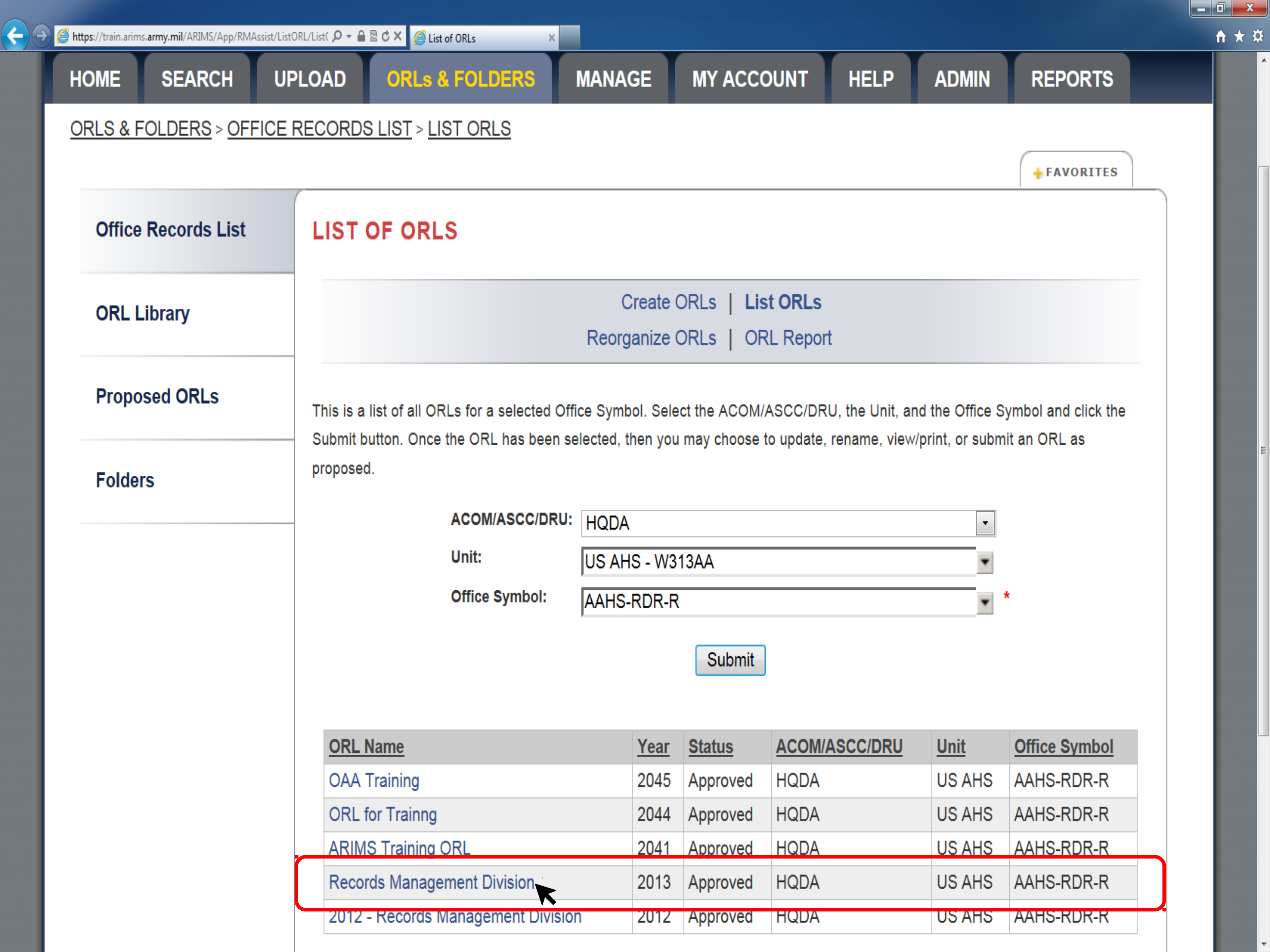

https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
Log Out
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS
+ FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Submit

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

LIST OF ORLS

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA
Unit: US AHS - W313AA
Office Symbol: AAHS-RDR-R

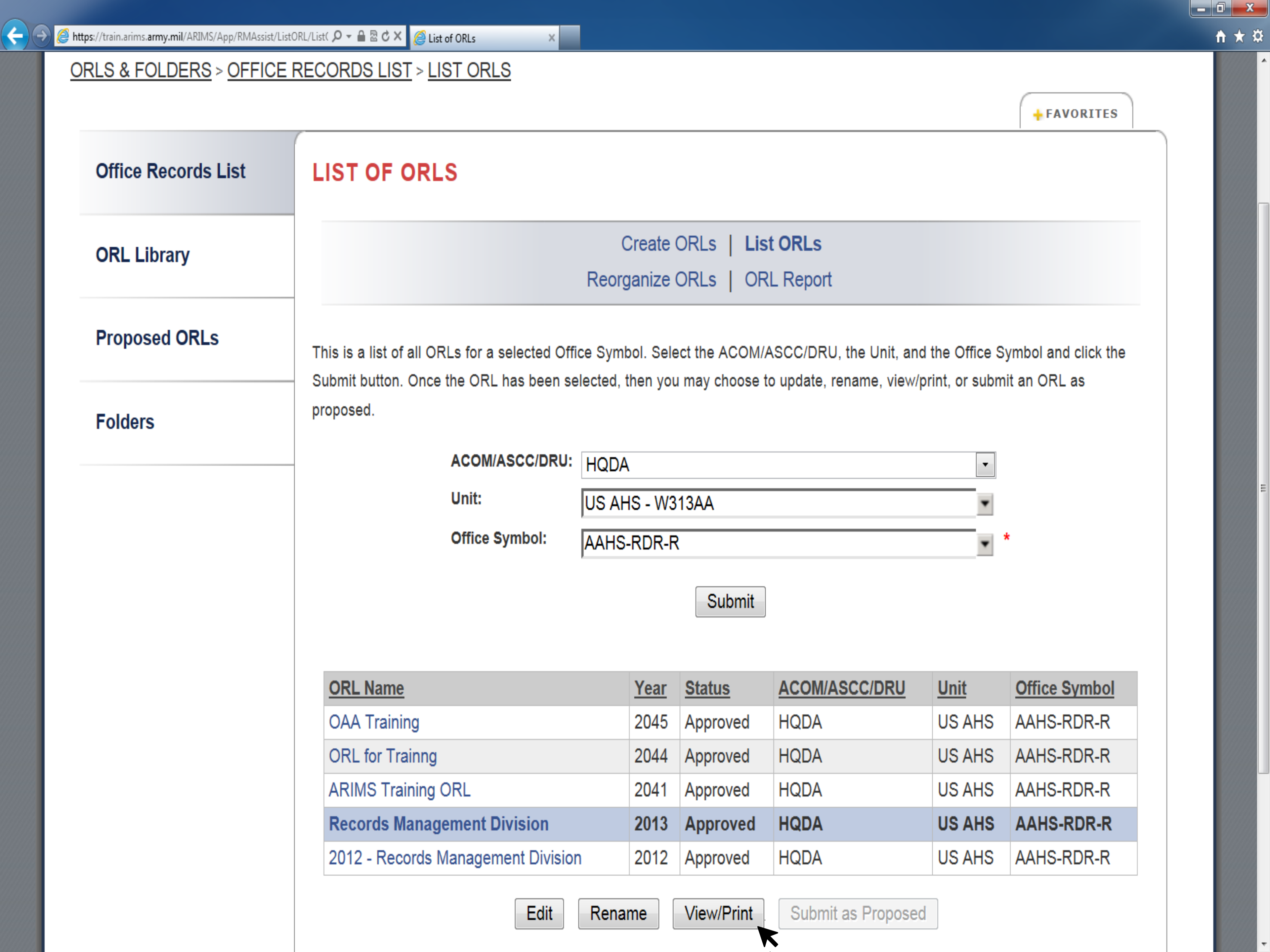

https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Submit

LIST OF ORLS

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA
Unit: US AHS - W313AA
Office Symbol: AAHS-RDR-R *

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Approved	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R


https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Submit
Edit
Rename
View/Print
Submit as Proposed

LIST OF ORLS

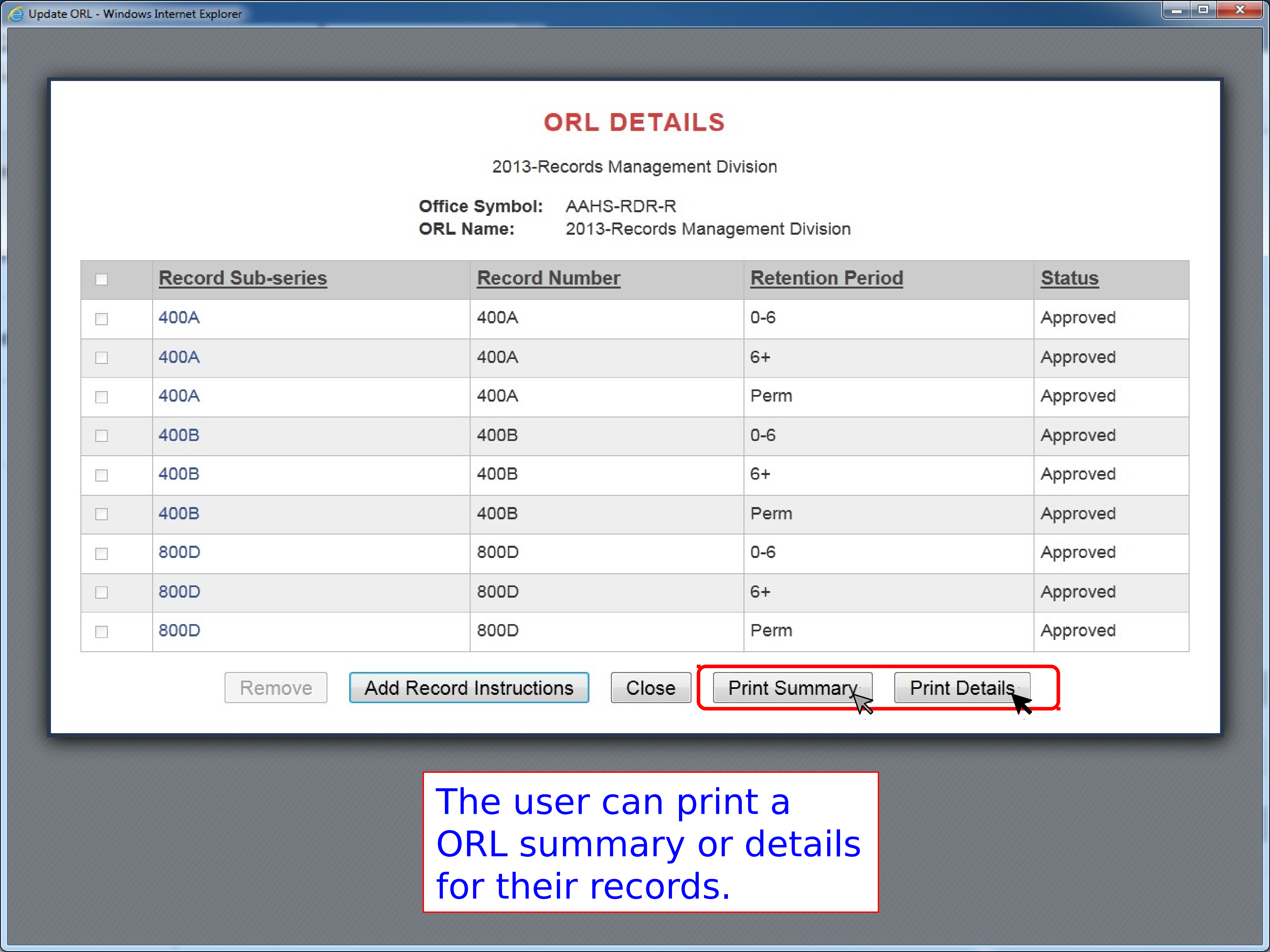
This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R *

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	**2013**	**Approved**	**HQDA**	**US AHS**	**AAHS-RDR-R**
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R


Update ORL - Windows Internet Explorer
Remove
Add Record Instructions
Close
Print Summary
Print Details

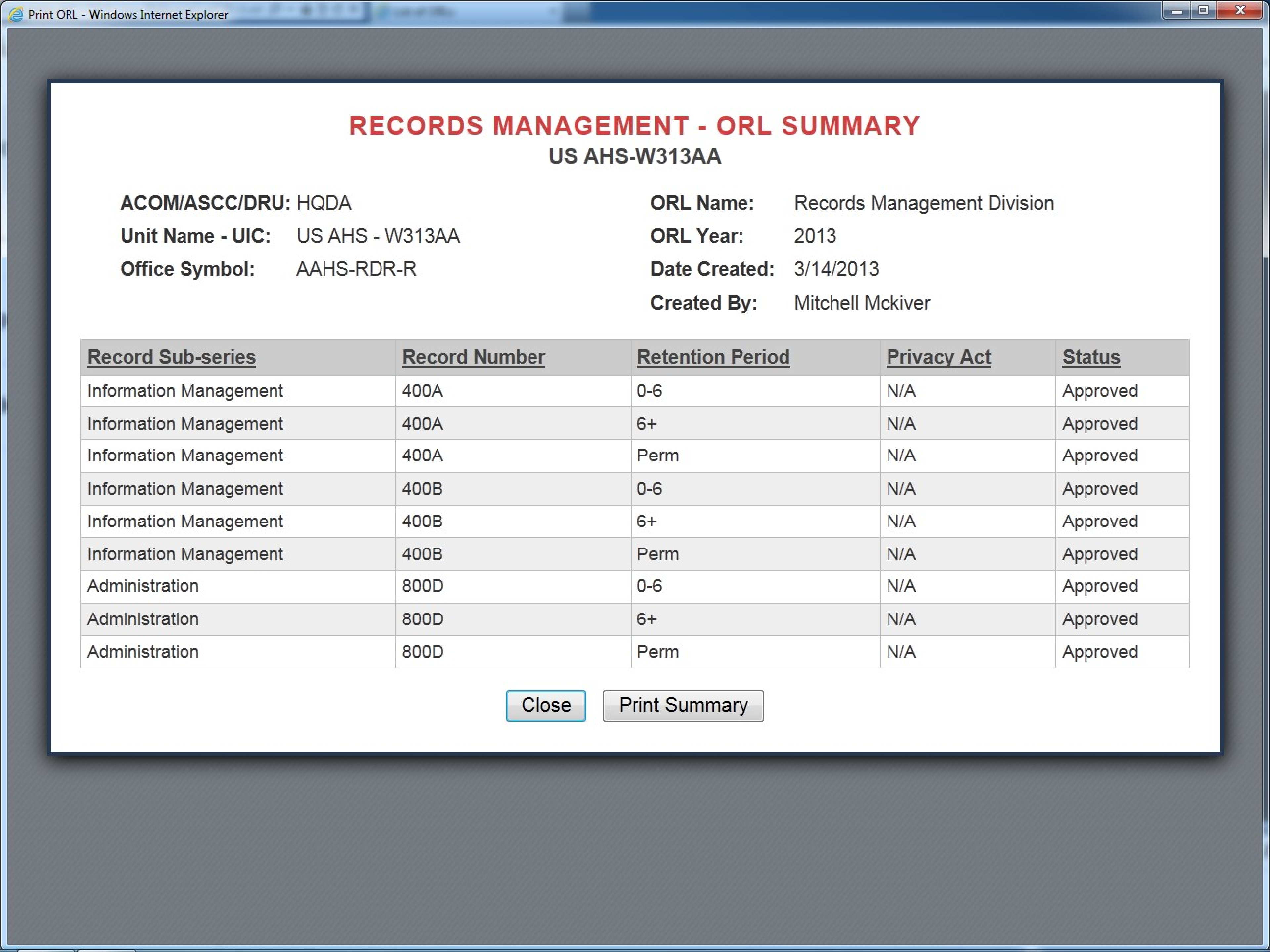
ORL DETAILS

2013-Records Management Division

Office Symbol: AAHS-RDR-R
ORL Name: 2013-Records Management Division

☐	Record Sub-series	Record Number	Retention Period	Status
☐	400A	400A	0-6	Approved
☐	400A	400A	6+	Approved
☐	400A	400A	Perm	Approved
☐	400B	400B	0-6	Approved
☐	400B	400B	6+	Approved
☐	400B	400B	Perm	Approved
☐	800D	800D	0-6	Approved
☐	800D	800D	6+	Approved
☐	800D	800D	Perm	Approved

The user can print a ORL summary or details for their records.



RECORDS MANAGEMENT - ORL SUMMARY

US AHS-W313AA

ACOM/ASCC/DRU: HQDA

Unit Name - UIC: US AHS - W313AA

Office Symbol: AAHS-RDR-R

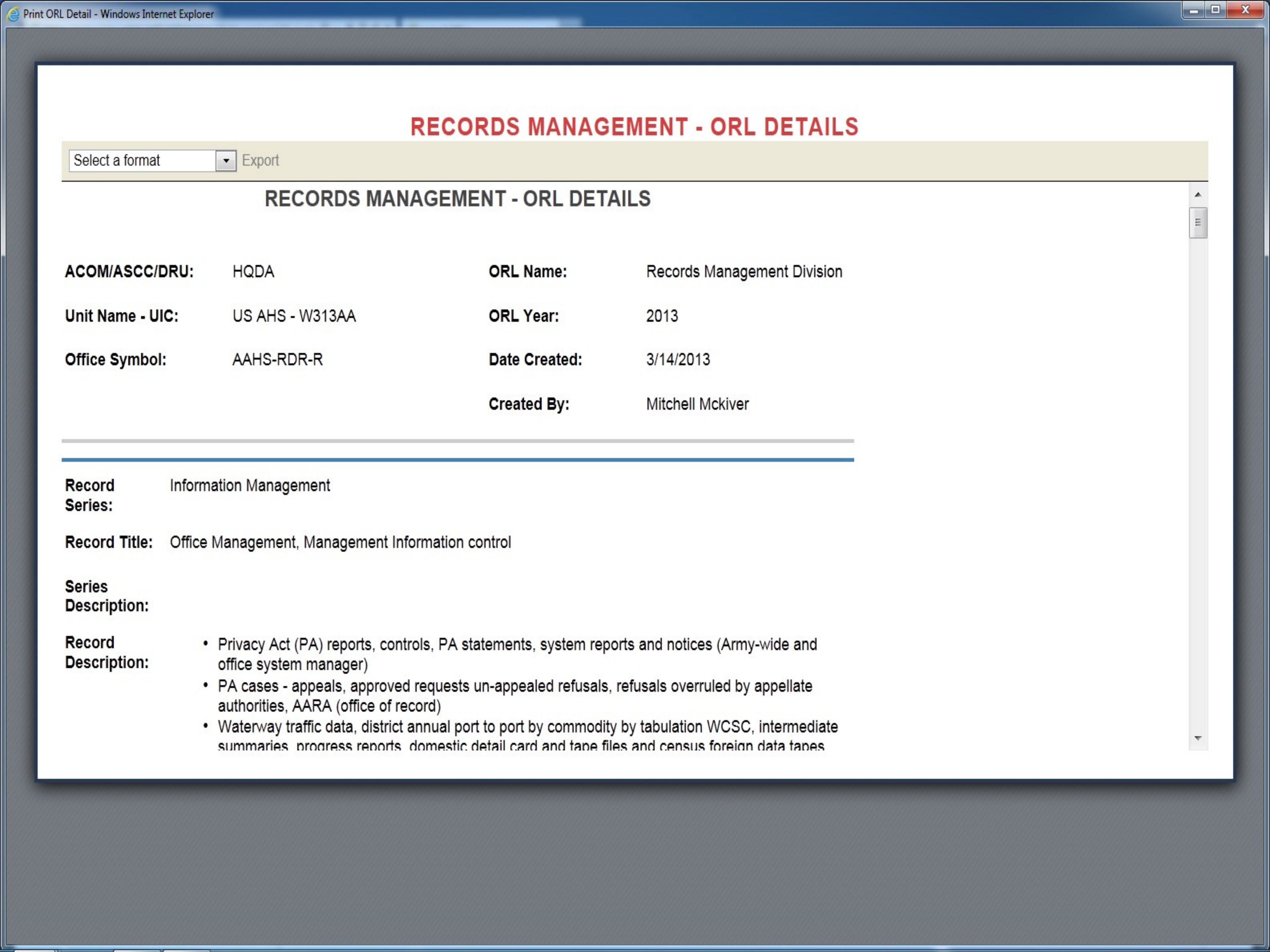
ORL Name: Records Management Division

ORL Year: 2013

Date Created: 3/14/2013

Created By: Mitchell Mckiver

Record Sub-series	Record Number	Retention Period	Privacy Act	Status
Information Management	400A	0-6	N/A	Approved
Information Management	400A	6+	N/A	Approved
Information Management	400A	Perm	N/A	Approved
Information Management	400B	0-6	N/A	Approved
Information Management	400B	6+	N/A	Approved
Information Management	400B	Perm	N/A	Approved
Administration	800D	0-6	N/A	Approved
Administration	800D	6+	N/A	Approved
Administration	800D	Perm	N/A	Approved



RECORDS MANAGEMENT - ORL DETAILS

RECORDS MANAGEMENT - ORL DETAILS

ACOM/ASCC/DRU:	HQDA	**ORL Name:**	Records Management Division
Unit Name - UIC:	US AHS - W313AA	**ORL Year:**	2013
Office Symbol:	AAHS-RDR-R	**Date Created:**	3/14/2013
		Created By:	Mitchell Mckiver

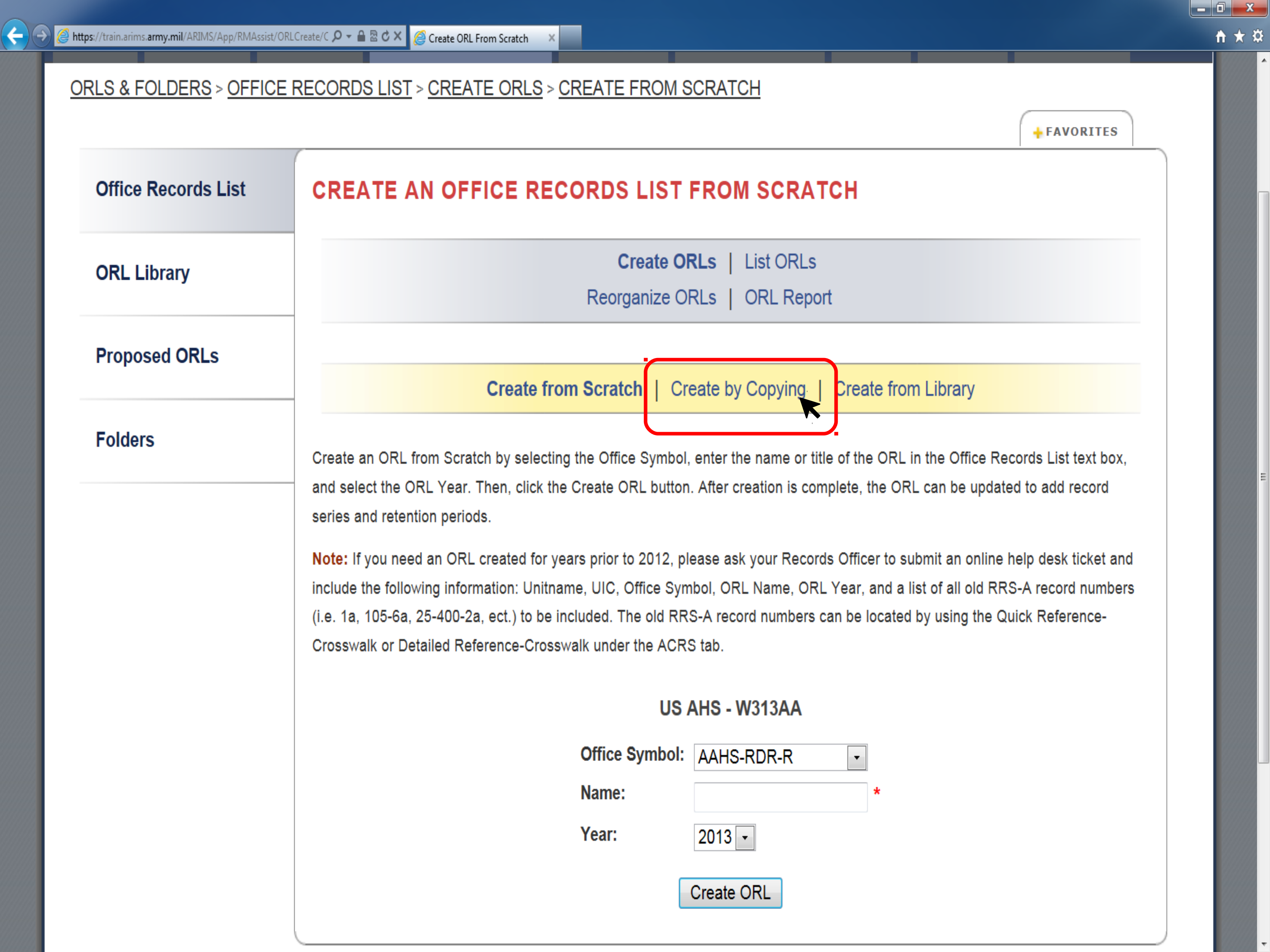
Record Series: Information Management

Record Title: Office Management, Management Information control

Series Description:

Record Description:

- Privacy Act (PA) reports, controls, PA statements, system reports and notices (Army-wide and office system manager)
- PA cases - appeals, approved requests un-appealed refusals, refusals overruled by appellate authorities, AARA (office of record)
- Waterway traffic data, district annual port to port by commodity by tabulation WCSC, intermediate summaries, progress reports, domestic detail card and tape files and census foreign data tapes


https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCreate/C
Create ORL From Scratch
ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE FROM SCRATCH
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Create from Scratch | Create by Copying | Create from Library
Create ORL

CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

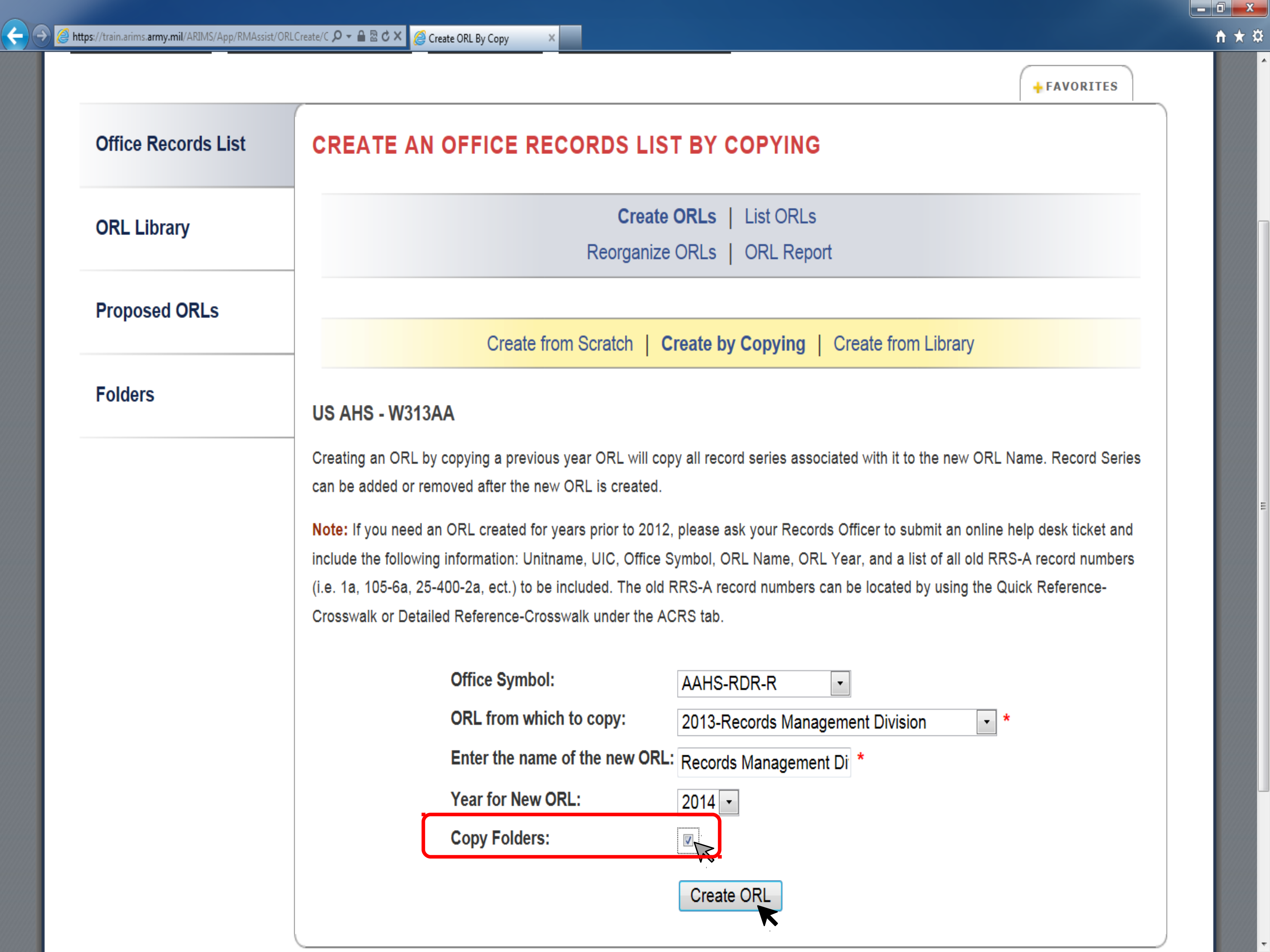
Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Name: *

Year: 2013


https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCreate/C
Create ORL By Copy
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Create from Scratch | Create by Copying | Create from Library
Create ORL

CREATE AN OFFICE RECORDS LIST BY COPYING

US AHS - W313AA

Creating an ORL by copying a previous year ORL will copy all record series associated with it to the new ORL Name. Record Series can be added or removed after the new ORL is created.

Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

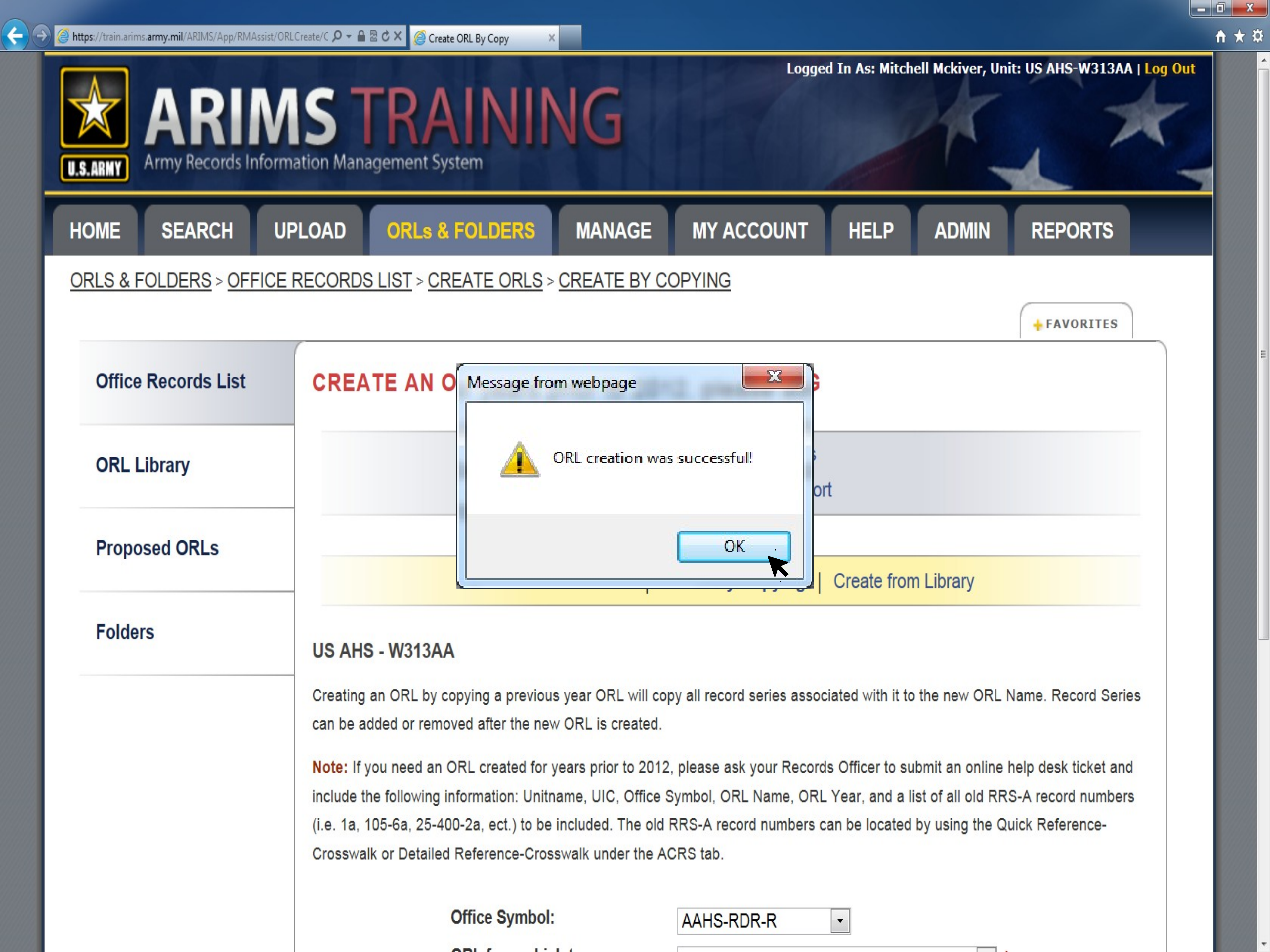
Office Symbol: AAHS-RDR-R

ORL from which to copy: 2013-Records Management Division *

Enter the name of the new ORL: Records Management Di *

Year for New ORL: 2014

Copy Folders: ☑


https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCreate/C
Create ORL By Copy
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE BY COPYING
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
CREATE AN O
Create from Library
Message from webpage
OK

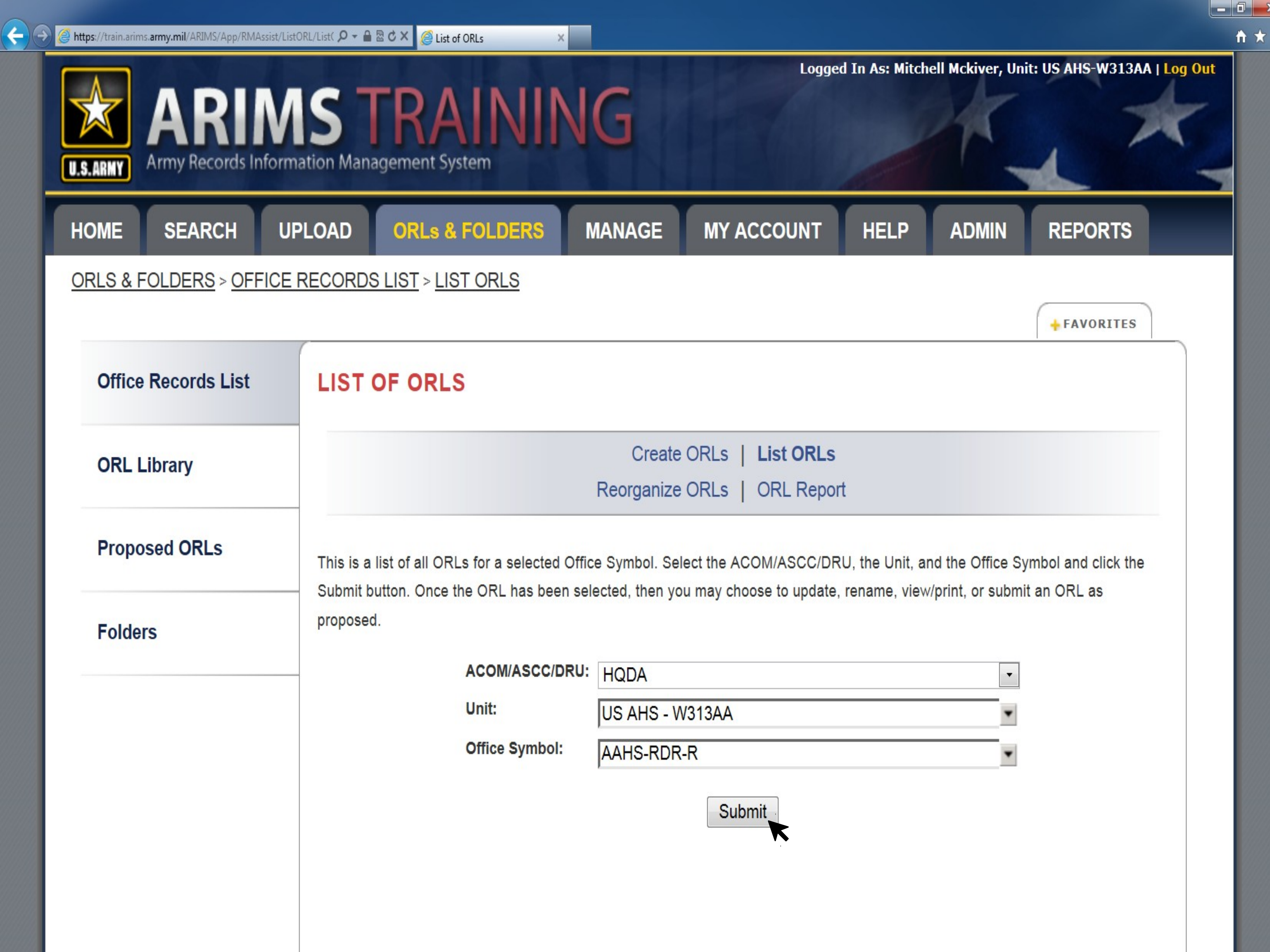
ORL creation was successful!

US AHS - W313AA

Creating an ORL by copying a previous year ORL will copy all record series associated with it to the new ORL Name. Record Series can be added or removed after the new ORL is created.

Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

Office Symbol: AAHS-RDR-R

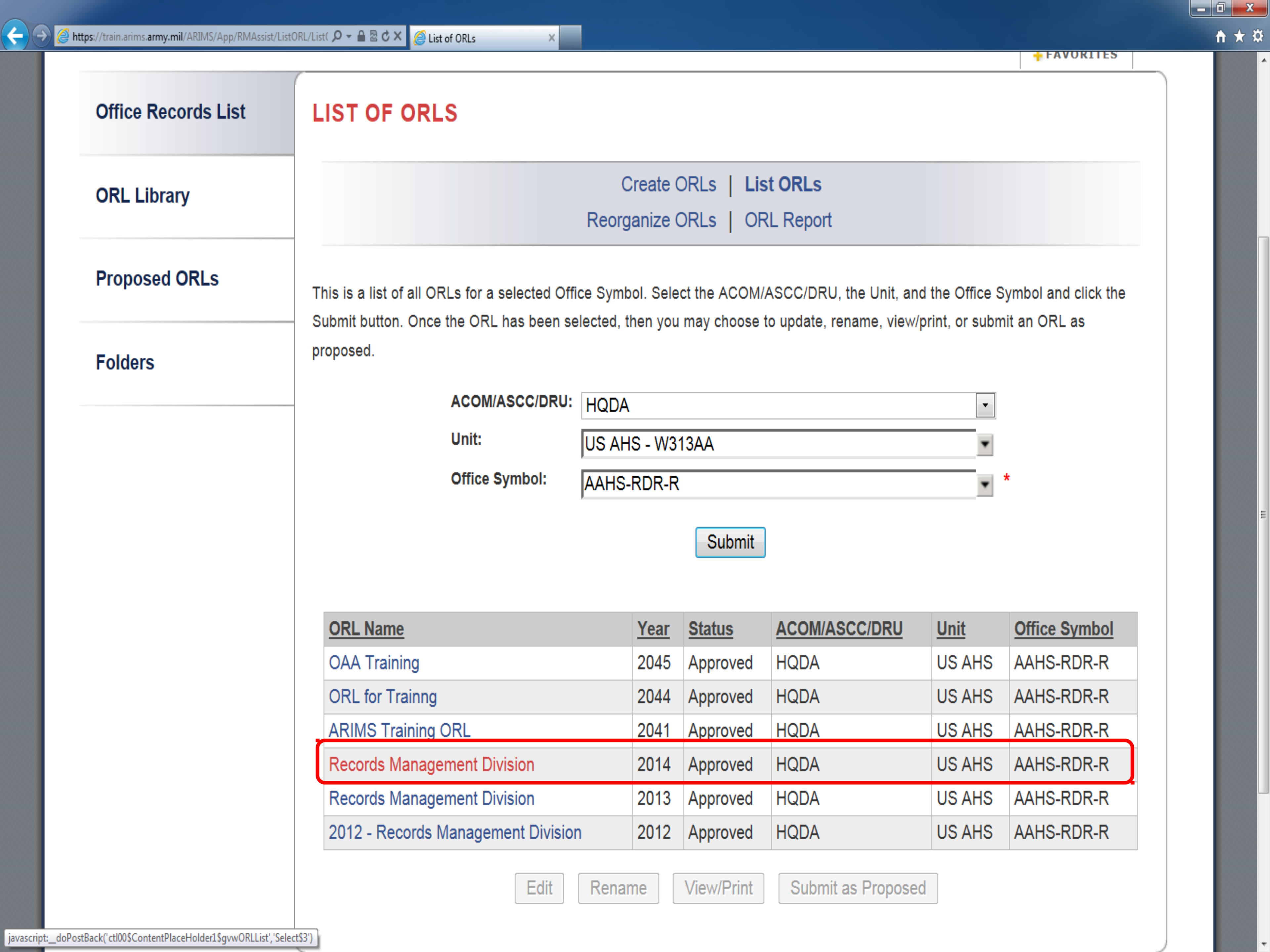

https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Submit

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

LIST OF ORLS

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA
Unit: US AHS - W313AA
Office Symbol: AAHS-RDR-R


https://train.arims.army.mil/ARIMS/App/RMAssist/ListORL/List(
List of ORLs
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Submit
Edit
Rename
View/Print
Submit as Proposed
javascript:__doPostBack('ctl00$ContentPlaceHolder1$gvwORLList','Select$3')

LIST OF ORLS

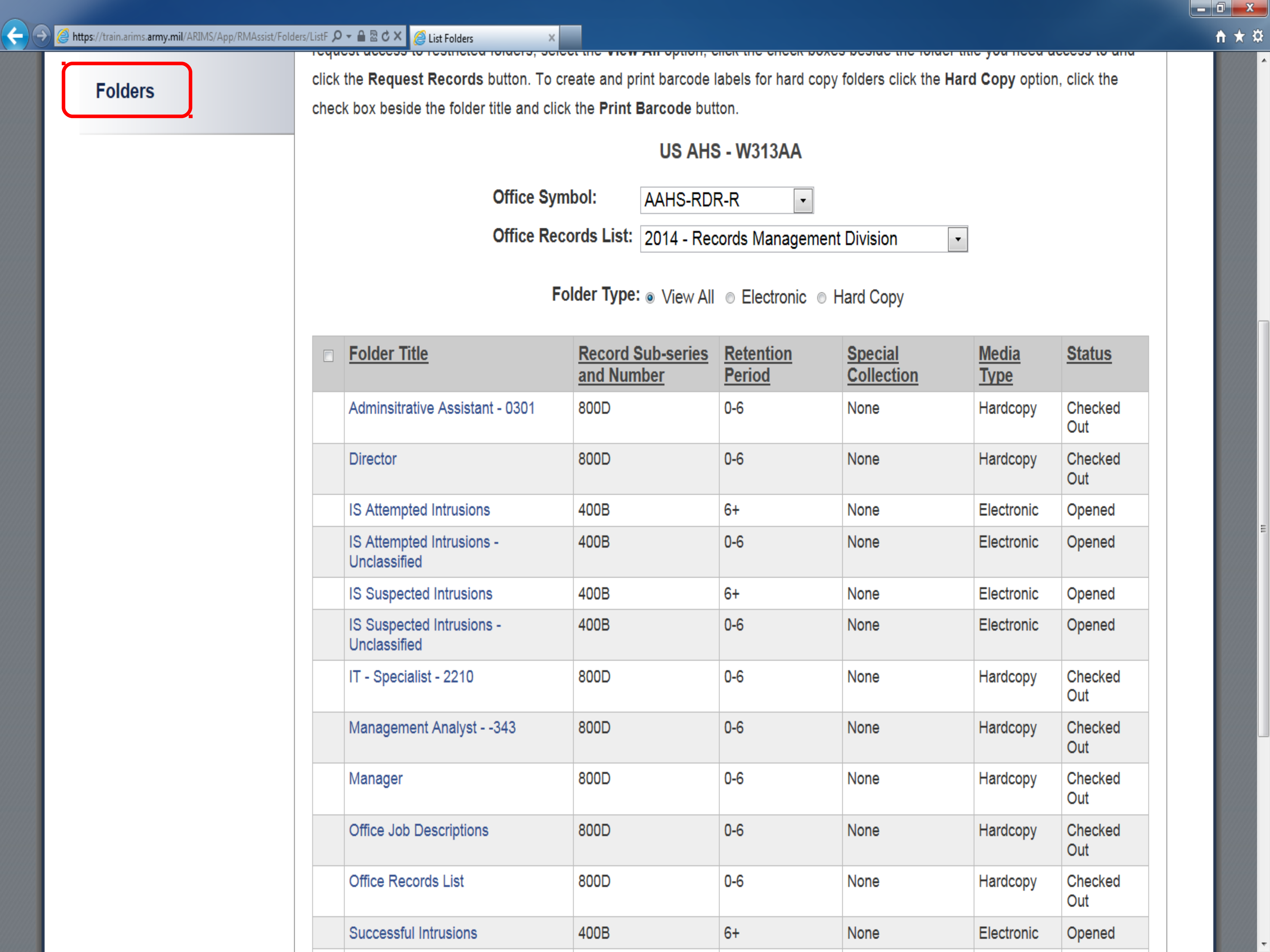
This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R *

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
OAA Training	2045	Approved	HQDA	US AHS	AAHS-RDR-R
ORL for Trainng	2044	Approved	HQDA	US AHS	AAHS-RDR-R
ARIMS Training ORL	2041	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2014	Approved	HQDA	US AHS	AAHS-RDR-R
Records Management Division	2013	Approved	HQDA	US AHS	AAHS-RDR-R
2012 - Records Management Division	2012	Approved	HQDA	US AHS	AAHS-RDR-R


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/ListF
List Folders
Folders

click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

US AHS - W313AA

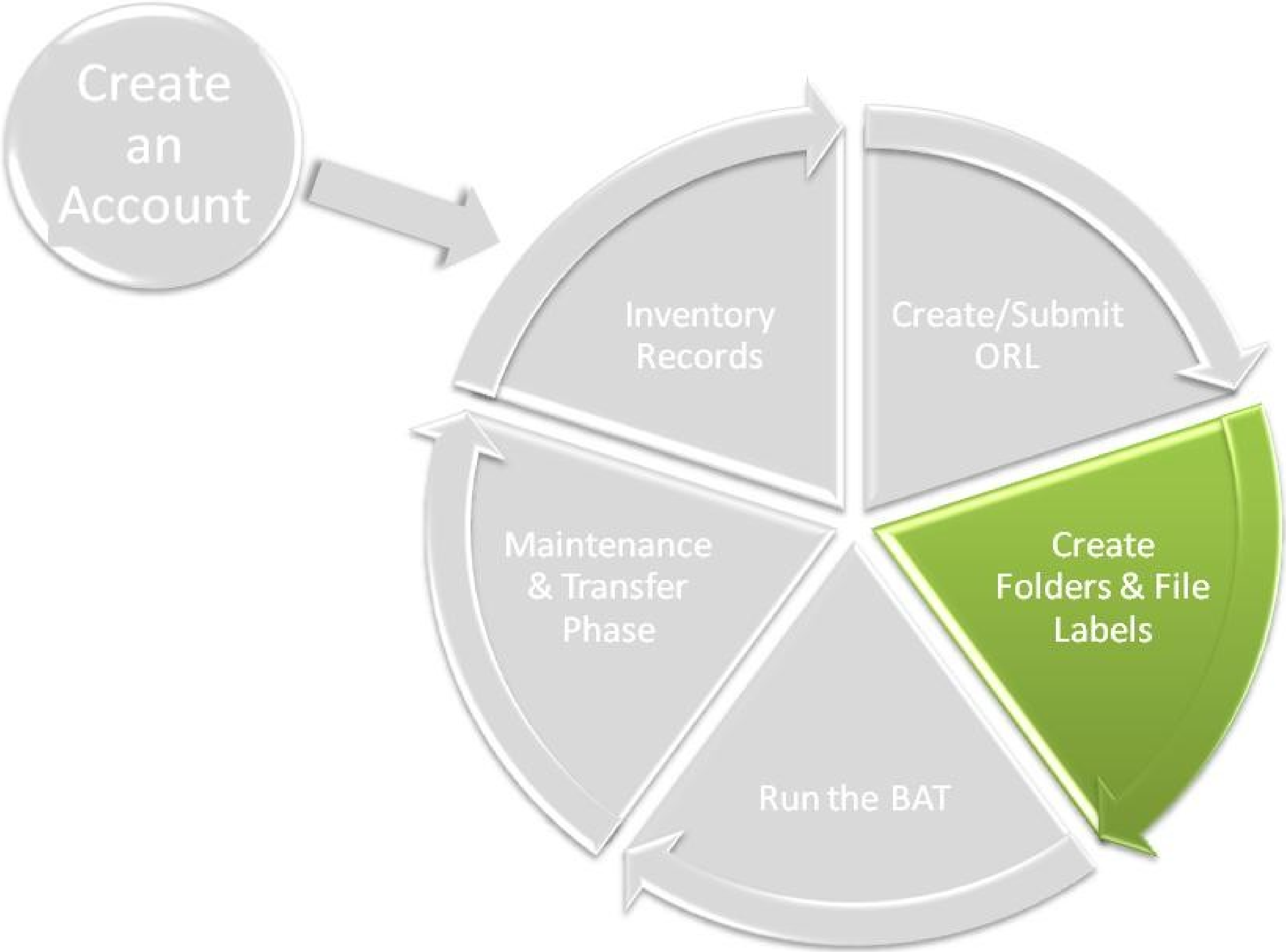
Office Symbol: AAHS-RDR-R

Office Records List: 2014 - Records Management Division

Folder Type: ● View All ○ Electronic ○ Hard Copy

☐	Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
	Adminsitrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
	Director	800D	0-6	None	Hardcopy	Checked Out
	IS Attempted Intrusions	400B	6+	None	Electronic	Opened
	IS Attempted Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Intrusions	400B	6+	None	Electronic	Opened
	IS Suspected Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IT - Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out
	Management Analyst - -343	800D	0-6	None	Hardcopy	Checked Out
	Manager	800D	0-6	None	Hardcopy	Checked Out
	Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
	Office Records List	800D	0-6	None	Hardcopy	Checked Out
	Successful Intrusions	400B	6+	None	Electronic	Opened

QUESTIONS



Create an Account

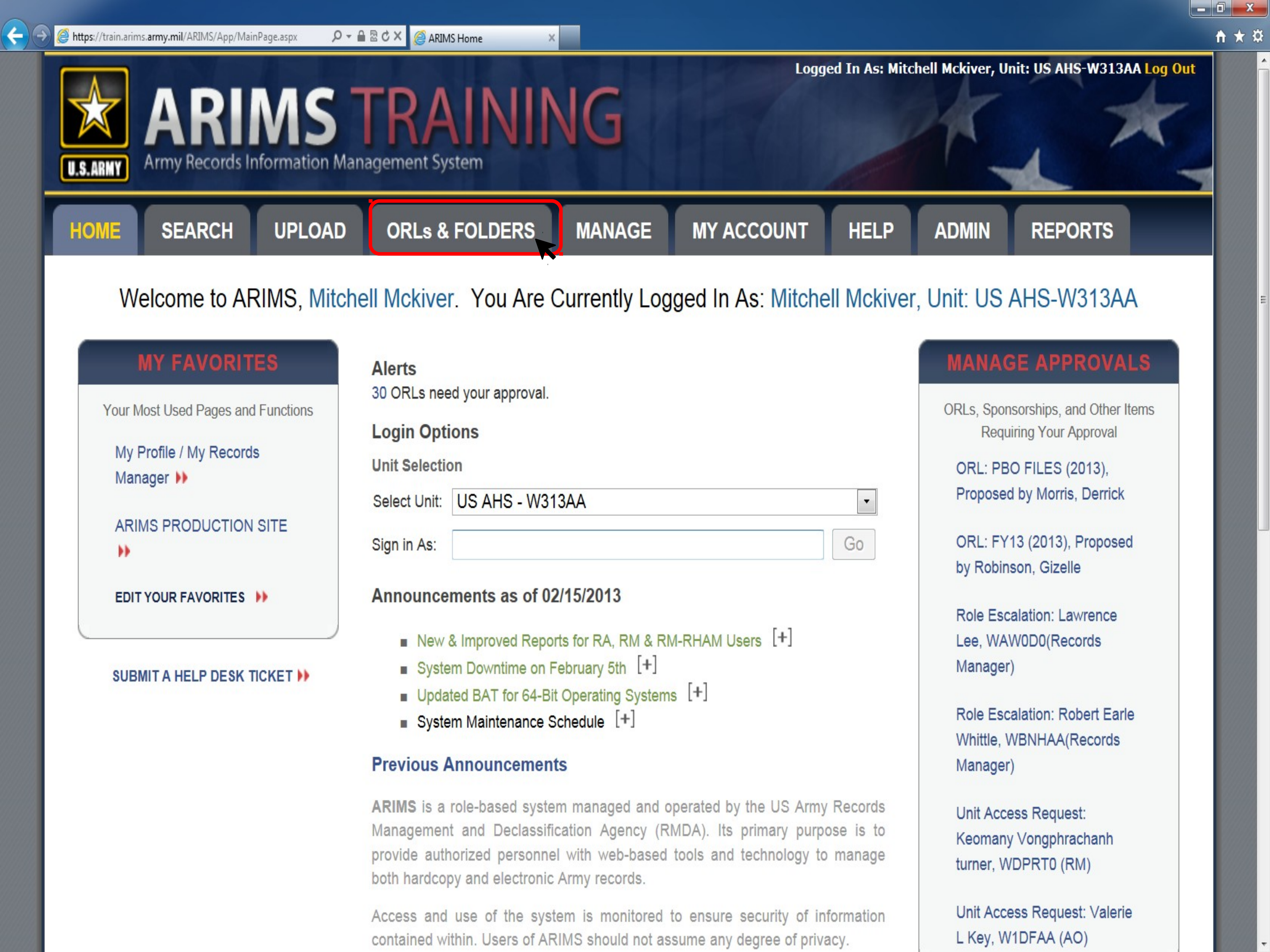
Inventory Records

Create/Submit ORL

Create Folders & File Labels

Run the BAT

Maintenance & Transfer Phase



Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

ARIMS TRAINING

Army Records Information Management System

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ▸▸

ARIMS PRODUCTION SITE ▸▸

EDIT YOUR FAVORITES ▸▸

SUBMIT A HELP DESK TICKET ▸▸

Alerts

30 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

Sign in As:

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users [+]
- System Downtime on February 5th [+]
- Updated BAT for 64-Bit Operating Systems [+]
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: PBO FILES (2013), Proposed by Morris, Derrick

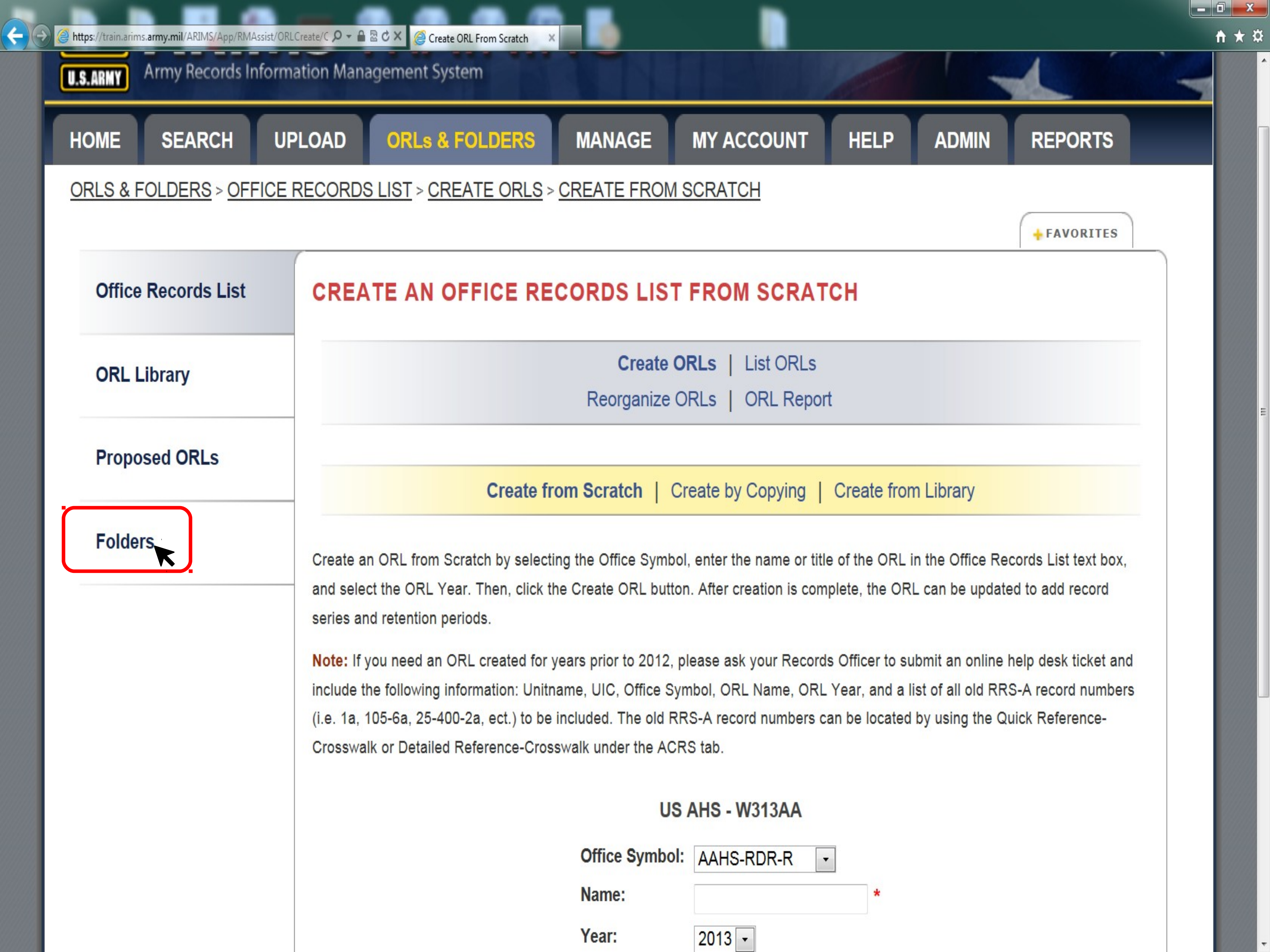
ORL: FY13 (2013), Proposed by Robinson, Gizelle

Role Escalation: Lawrence Lee, WAW0D0(Records Manager)

Role Escalation: Robert Earle Whittle, WBNHAA(Records Manager)

Unit Access Request: Keomany Vongphrachanh turner, WDPRT0 (RM)

Unit Access Request: Valerie L Key, W1DFAA (AO)


https://train.arims.army.mil/ARIMS/App/RMAssist/ORLCreate/C
Create ORL From Scratch
U.S.ARMY
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE FROM SCRATCH
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create ORLs | List ORLs
Reorganize ORLs | ORL Report
Create from Scratch | Create by Copying | Create from Library

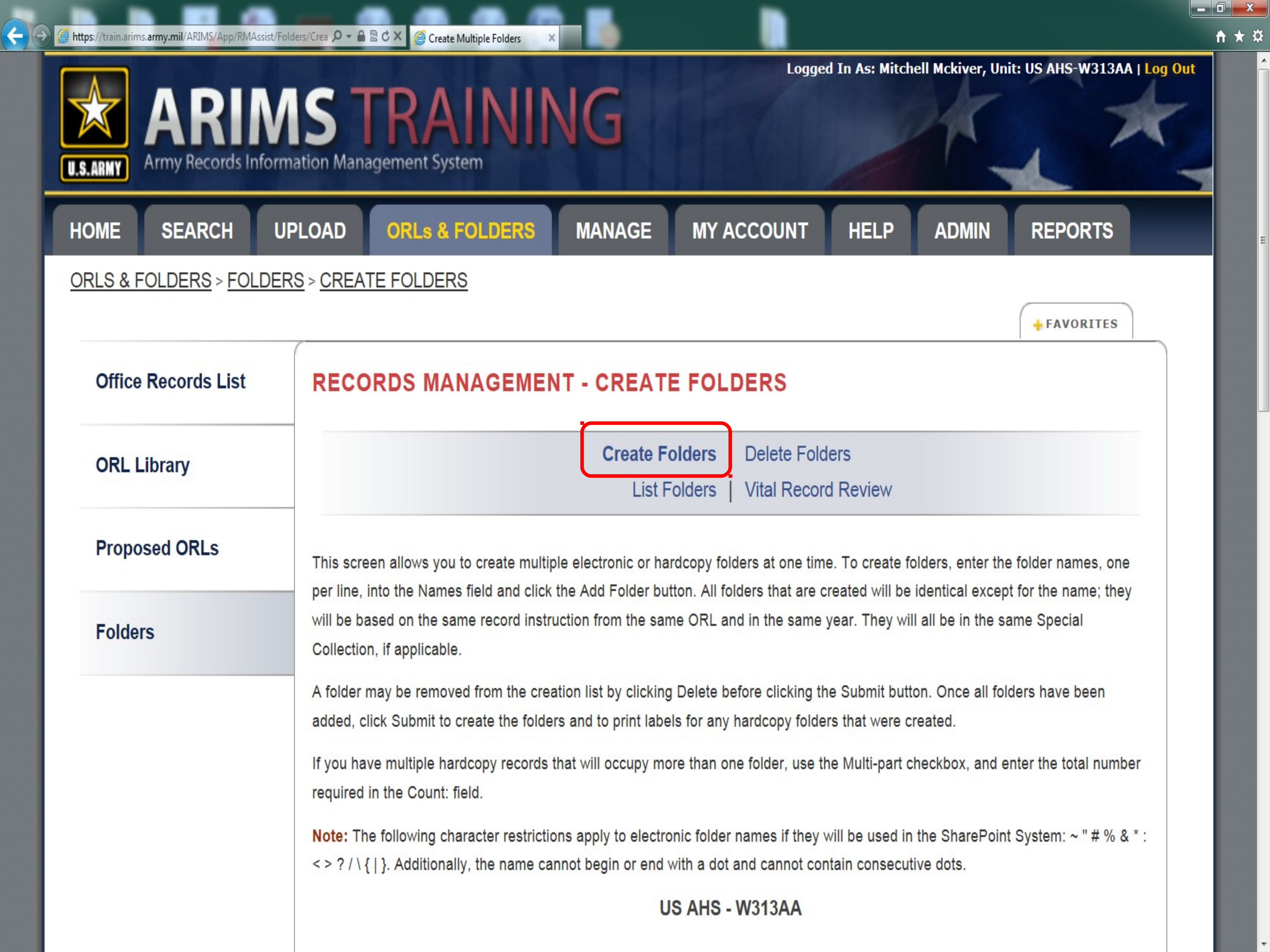
CREATE AN OFFICE RECORDS LIST FROM SCRATCH

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-RDR-R
Name: *
Year: 2013


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea
Create Multiple Folders
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
U.S.ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
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REPORTS
ORLS & FOLDERS > FOLDERS > CREATE FOLDERS
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create Folders
Delete Folders
List Folders
Vital Record Review

RECORDS MANAGEMENT - CREATE FOLDERS

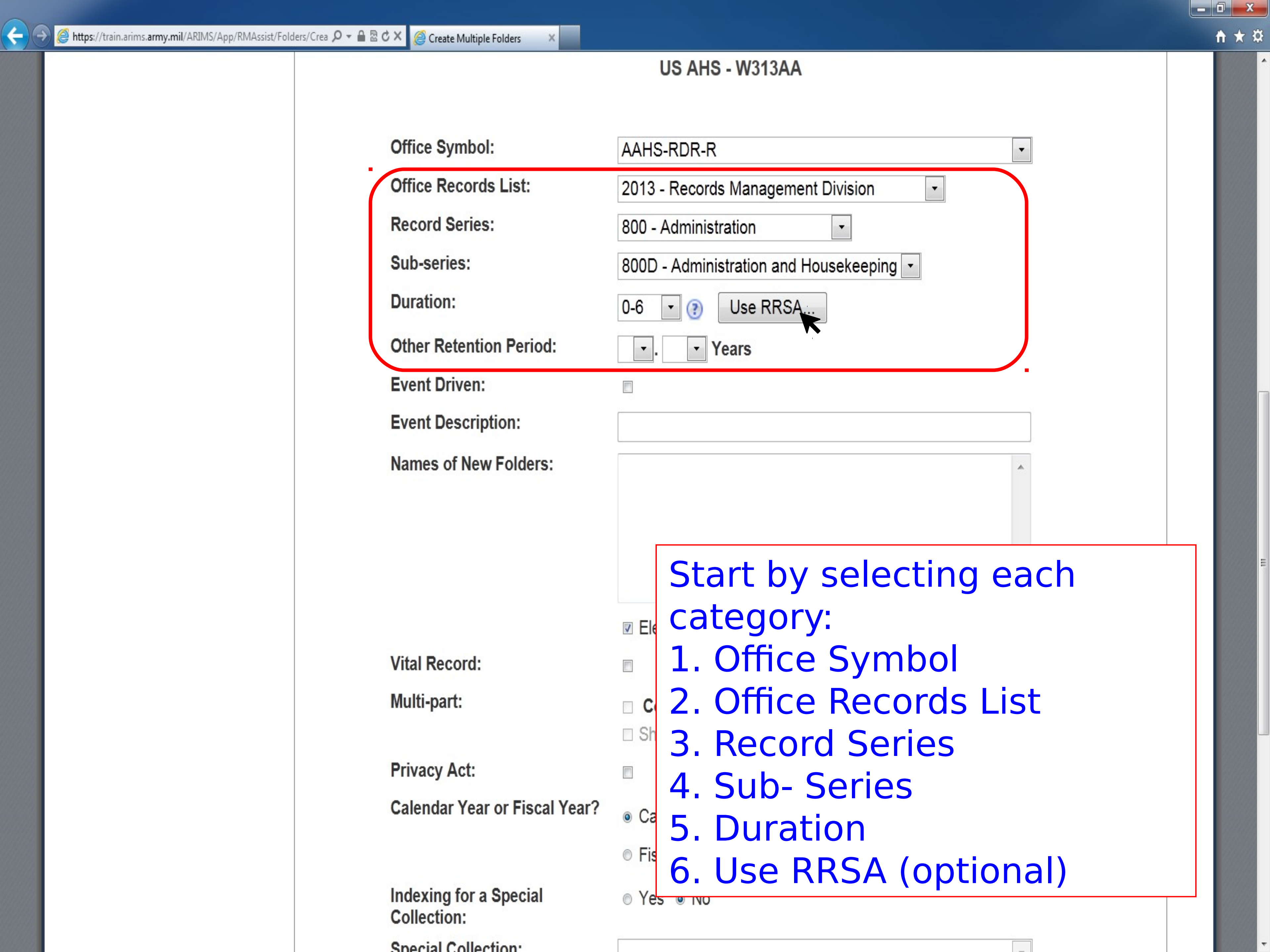
This screen allows you to create multiple electronic or hardcopy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count: field.

Note: The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & * : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea
Create Multiple Folders

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6 Use RRSA...

Other Retention Period: . Years

Event Driven: ☐

Event Description:

Names of New Folders:

☑ Ele

Vital Record: ☐

Multi-part: ☐ C
☐ Sh

Privacy Act: ☐

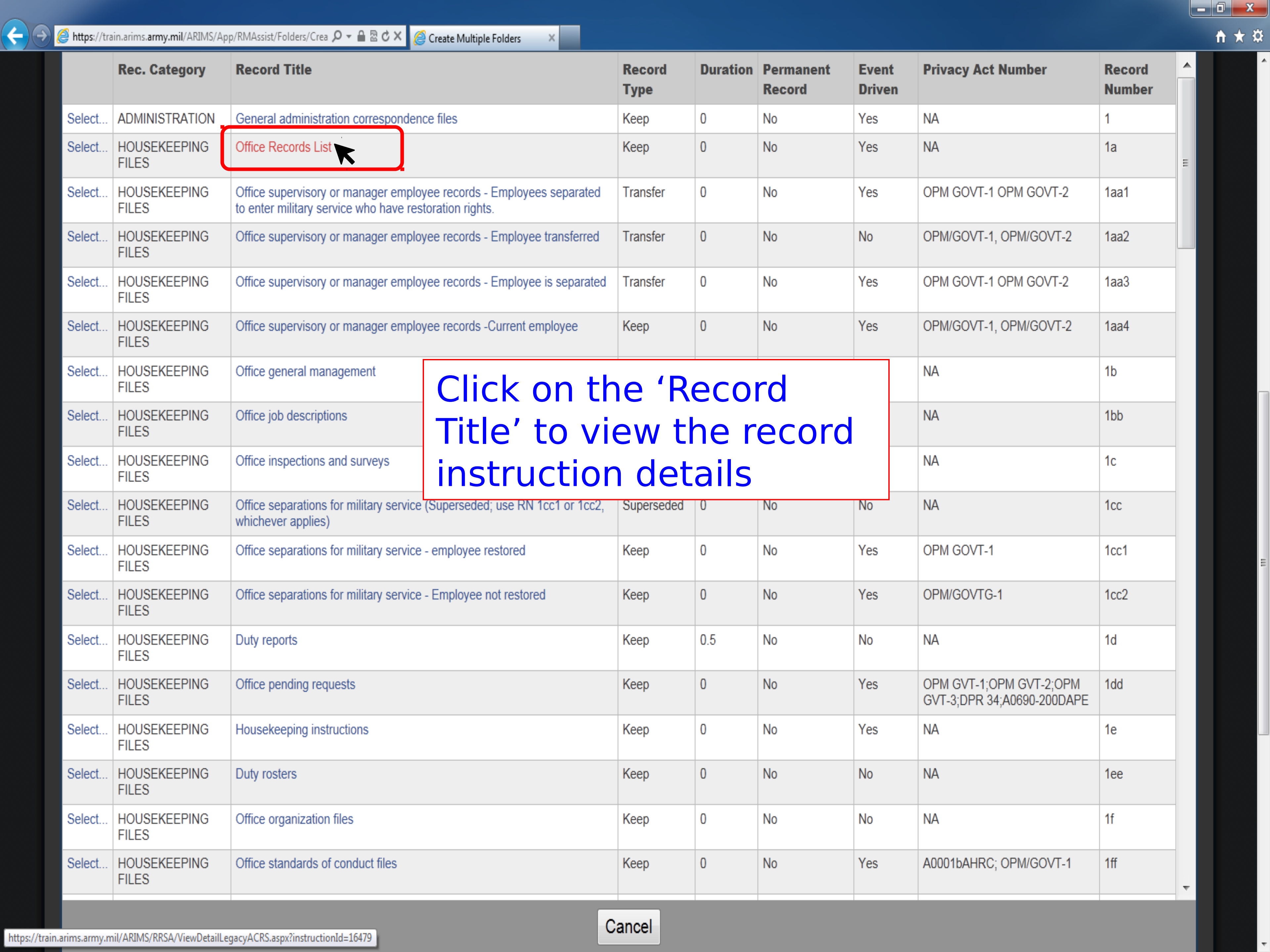
Calendar Year or Fiscal Year? ● Ca
○ Fis

Indexing for a Special Collection: ○ Yes ● No

Special Collection:

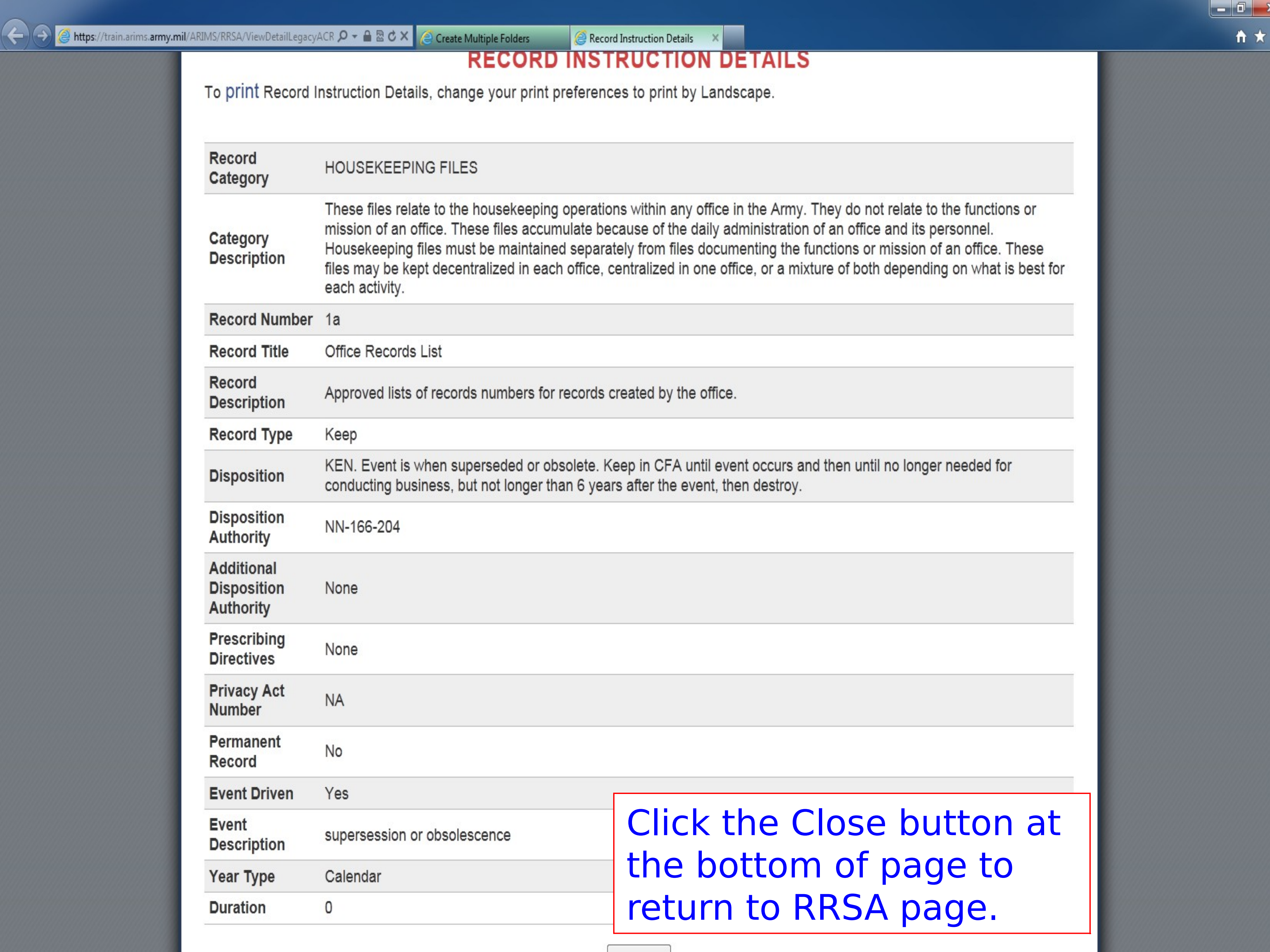
Start by selecting each category:

1. Office Symbol
2. Office Records List
3. Record Series
4. Sub- Series
5. Duration
6. Use RRSA (optional)


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea
Create Multiple Folders
Cancel
https://train.arims.army.mil/ARIMS/RRSA/ViewDetailLegacyACRS.aspx?instructionId=16479

	Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select...	ADMINISTRATION	General administration correspondence files	Keep	0	No	Yes	NA	1
Select...	HOUSEKEEPING FILES	Office Records List	Keep	0	No	Yes	NA	1a
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	0	No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	Keep	0	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4
Select...	HOUSEKEEPING FILES	Office general management					NA	1b
Select...	HOUSEKEEPING FILES	Office job descriptions					NA	1bb
Select...	HOUSEKEEPING FILES	Office inspections and surveys					NA	1c
Select...	HOUSEKEEPING FILES	Office separations for military service (Superseded; use RN 1cc1 or 1cc2, whichever applies)	Superseded	0	No	No	NA	1cc
Select...	HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	0	No	Yes	OPM GOVT-1	1cc1
Select...	HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	0	No	Yes	OPM/GOVTG-1	1cc2
Select...	HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No	NA	1d
Select...	HOUSEKEEPING FILES	Office pending requests	Keep	0	No	Yes	OPM GVT-1;OPM GVT-2;OPM GVT-3;DPR 34;A0690-200DAPE	1dd
Select...	HOUSEKEEPING FILES	Housekeeping instructions	Keep	0	No	Yes	NA	1e
Select...	HOUSEKEEPING FILES	Duty rosters	Keep	0	No	No	NA	1ee
Select...	HOUSEKEEPING FILES	Office organization files	Keep	0	No	No	NA	1f
Select...	HOUSEKEEPING FILES	Office standards of conduct files	Keep	0	No	Yes	A0001bAHRC; OPM/GOVT-1	1ff

Click on the ‘Record Title’ to view the record instruction details

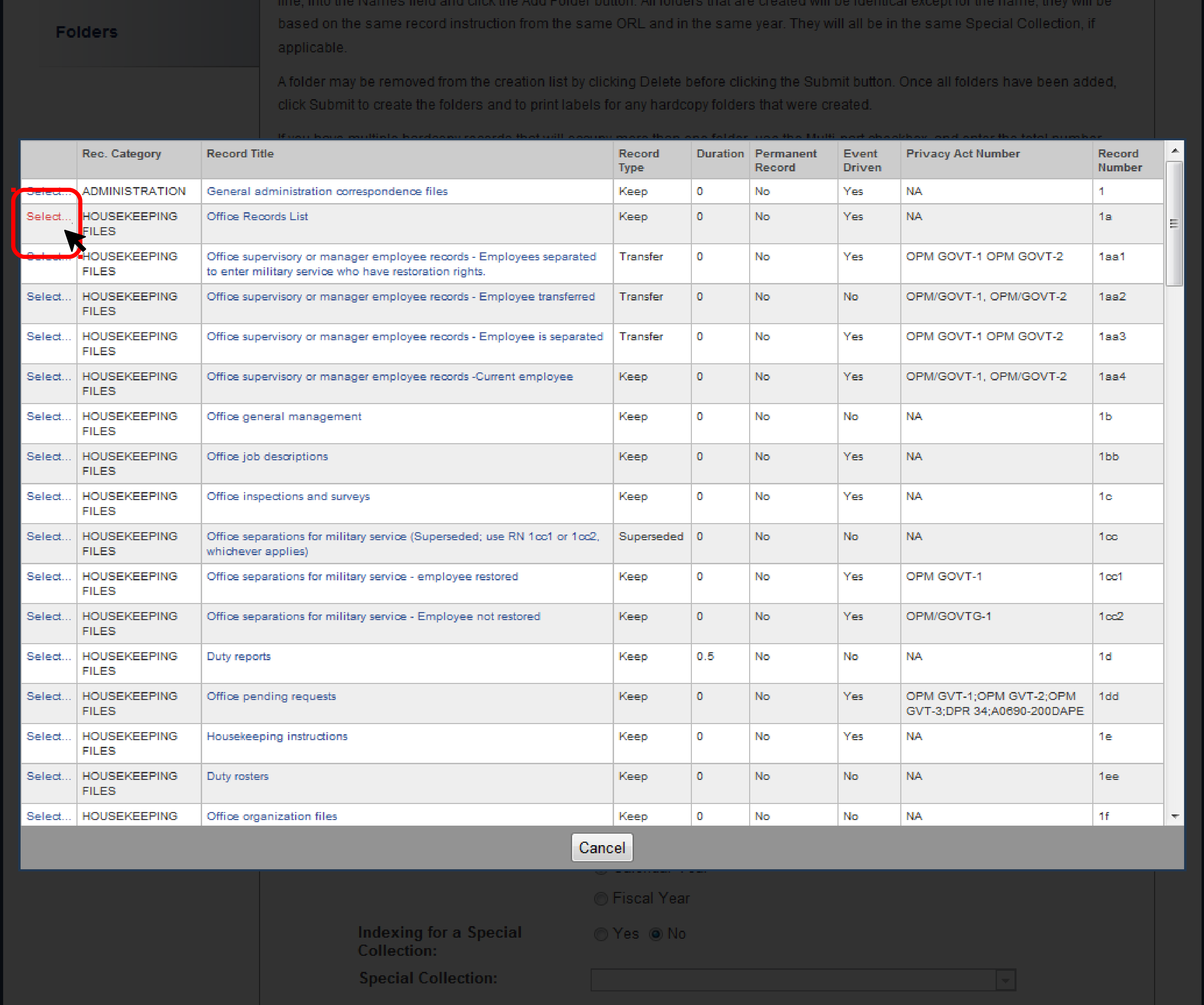

https://train.arims.army.mil/ARIMS/RRSA/ViewDetailLegacyACR
Create Multiple Folders
Record Instruction Details

RECORD INSTRUCTION DETAILS

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HOUSEKEEPING FILES
Category Description	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
Record Number	1a
Record Title	Office Records List
Record Description	Approved lists of records numbers for records created by the office.
Record Type	Keep
Disposition	KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Authority	NN-166-204
Additional Disposition Authority	None
Prescribing Directives	None
Privacy Act Number	NA
Permanent Record	No
Event Driven	Yes
Event Description	supersession or obsolescence
Year Type	Calendar
Duration	0

Click the Close button at the bottom of page to return to RRSA page.



line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

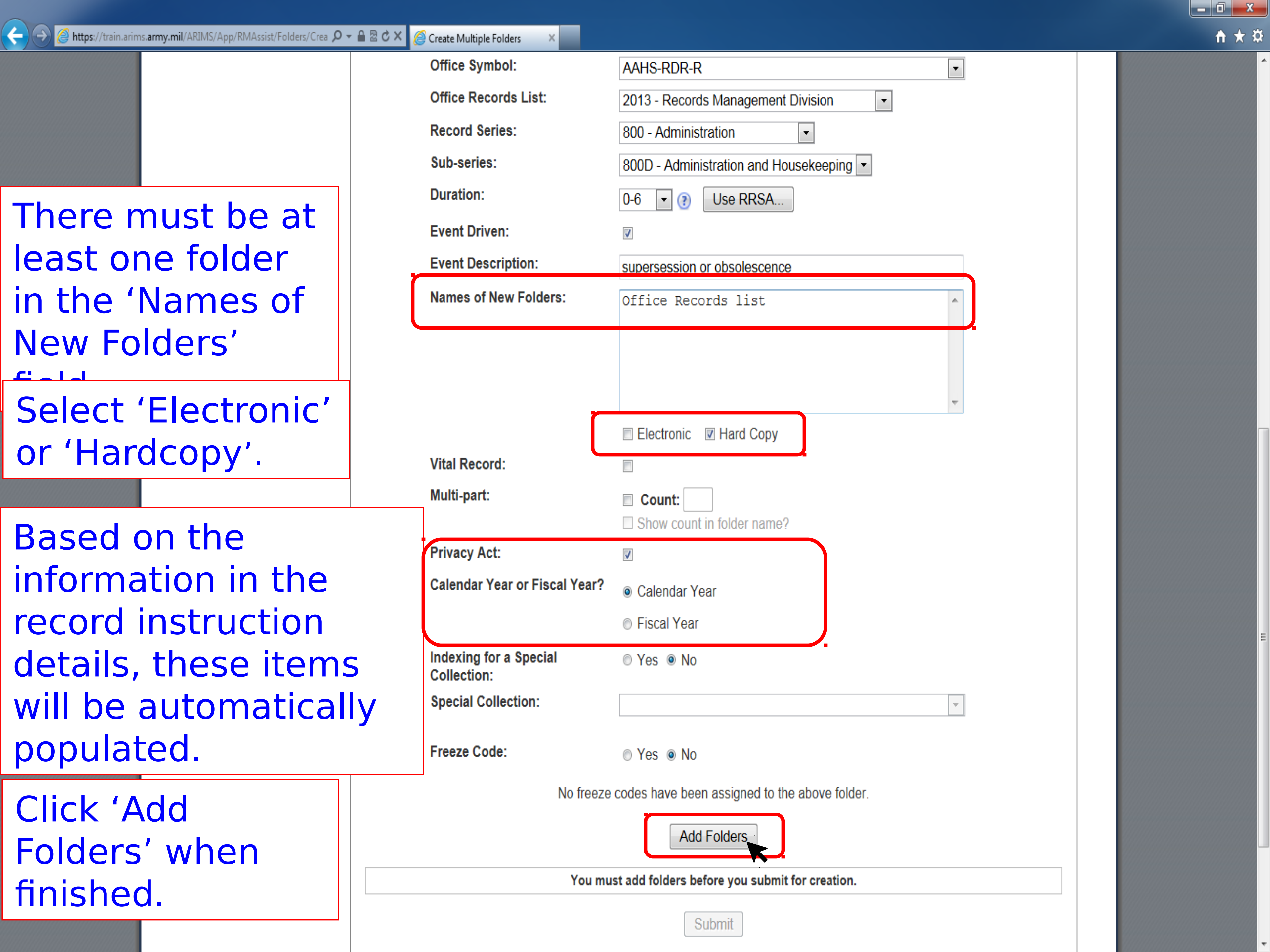
If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number

	Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number
Select...	ADMINISTRATION	General administration correspondence files	Keep	0	No	Yes	NA	1
Select...	HOUSEKEEPING FILES	Office Records List	Keep	0	No	Yes	NA	1a
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	Transfer	0	No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	Transfer	0	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
Select...	HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	Keep	0	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4
Select...	HOUSEKEEPING FILES	Office general management	Keep	0	No	No	NA	1b
Select...	HOUSEKEEPING FILES	Office job descriptions	Keep	0	No	Yes	NA	1bb
Select...	HOUSEKEEPING FILES	Office inspections and surveys	Keep	0	No	Yes	NA	1c
Select...	HOUSEKEEPING FILES	Office separations for military service (Superseded; use RN 1cc1 or 1cc2, whichever applies)	Superseded	0	No	No	NA	1cc
Select...	HOUSEKEEPING FILES	Office separations for military service - employee restored	Keep	0	No	Yes	OPM GOVT-1	1cc1
Select...	HOUSEKEEPING FILES	Office separations for military service - Employee not restored	Keep	0	No	Yes	OPM/GOVTG-1	1cc2
Select...	HOUSEKEEPING FILES	Duty reports	Keep	0.5	No	No	NA	1d
Select...	HOUSEKEEPING FILES	Office pending requests	Keep	0	No	Yes	OPM GVT-1;OPM GVT-2;OPM GVT-3;DPR 34;A0690-200DAPE	1dd
Select...	HOUSEKEEPING FILES	Housekeeping instructions	Keep	0	No	Yes	NA	1e
Select...	HOUSEKEEPING FILES	Duty rosters	Keep	0	No	No	NA	1ee
Select...	HOUSEKEEPING	Office organization files	Keep	0	No	No	NA	1f

○ Fiscal Year

Indexing for a Special Collection: ○ Yes ● No

Special Collection:


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea
Create Multiple Folders

There must be at least one folder in the 'Names of New Folders' field

Select 'Electronic' or 'Hardcopy'.

Based on the information in the record instruction details, these items will be automatically populated.

Click 'Add Folders' when finished.

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6 ? Use RRSA...

Event Driven: ☑

Event Description: supersession or obsolescence

Names of New Folders: Office Records list

☐ Electronic ☑ Hard Copy

Vital Record: ☐

Multi-part: ☐ **Count:**

☐ Show count in folder name?

Privacy Act: ☑

Calendar Year or Fiscal Year? ● Calendar Year ○ Fiscal Year

Indexing for a Special Collection: ○ Yes ● No

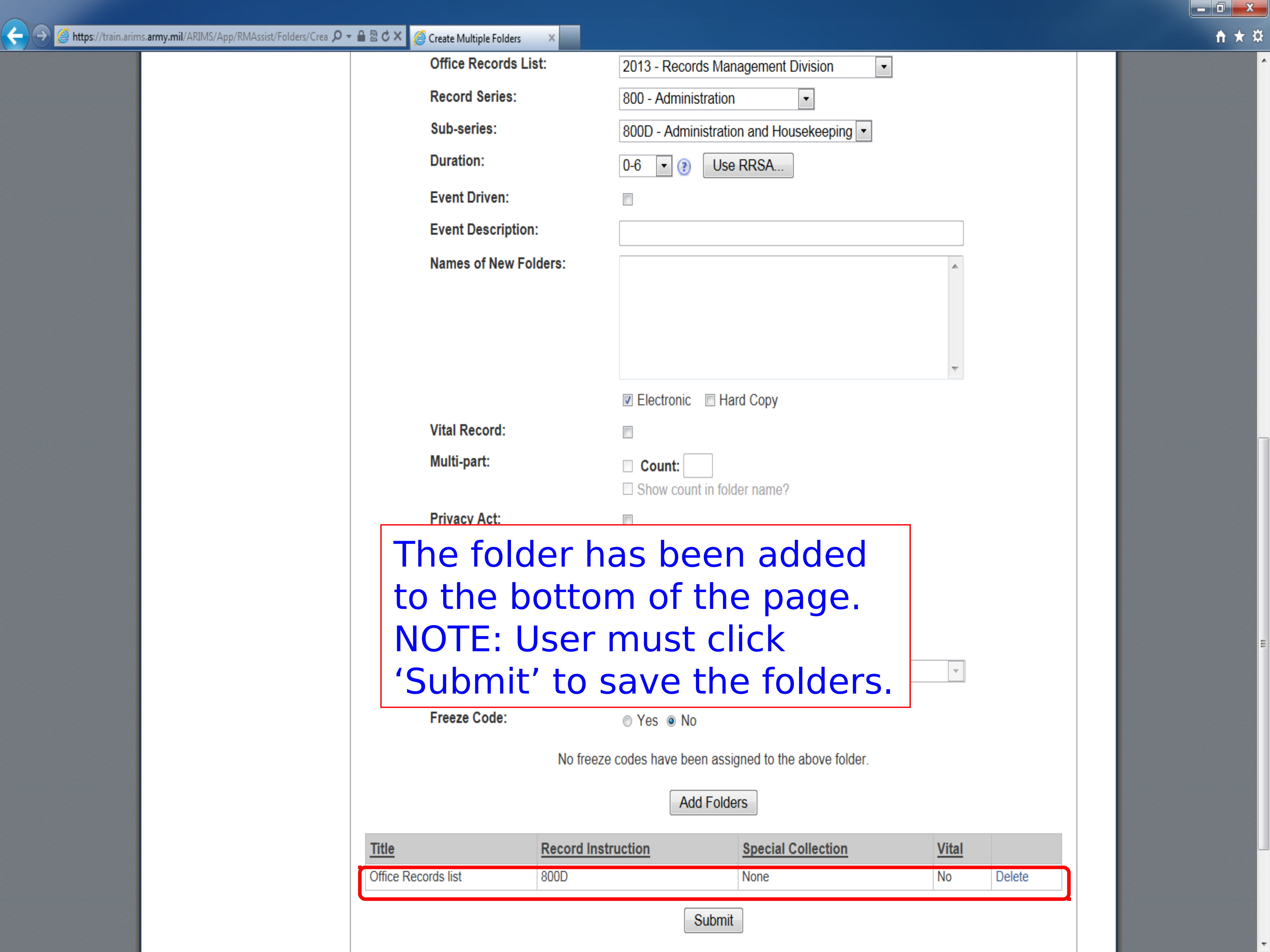
Special Collection:

Freeze Code: ○ Yes ● No

No freeze codes have been assigned to the above folder.

Add Folders

You must add folders before you submit for creation.


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea
Create Multiple Folders
Use RRSA...
Add Folders
Submit

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6

Event Driven: ☐

Event Description:

Names of New Folders:

☑ Electronic ☐ Hard Copy

Vital Record: ☐

Multi-part: ☐ **Count:**

☐ Show count in folder name?

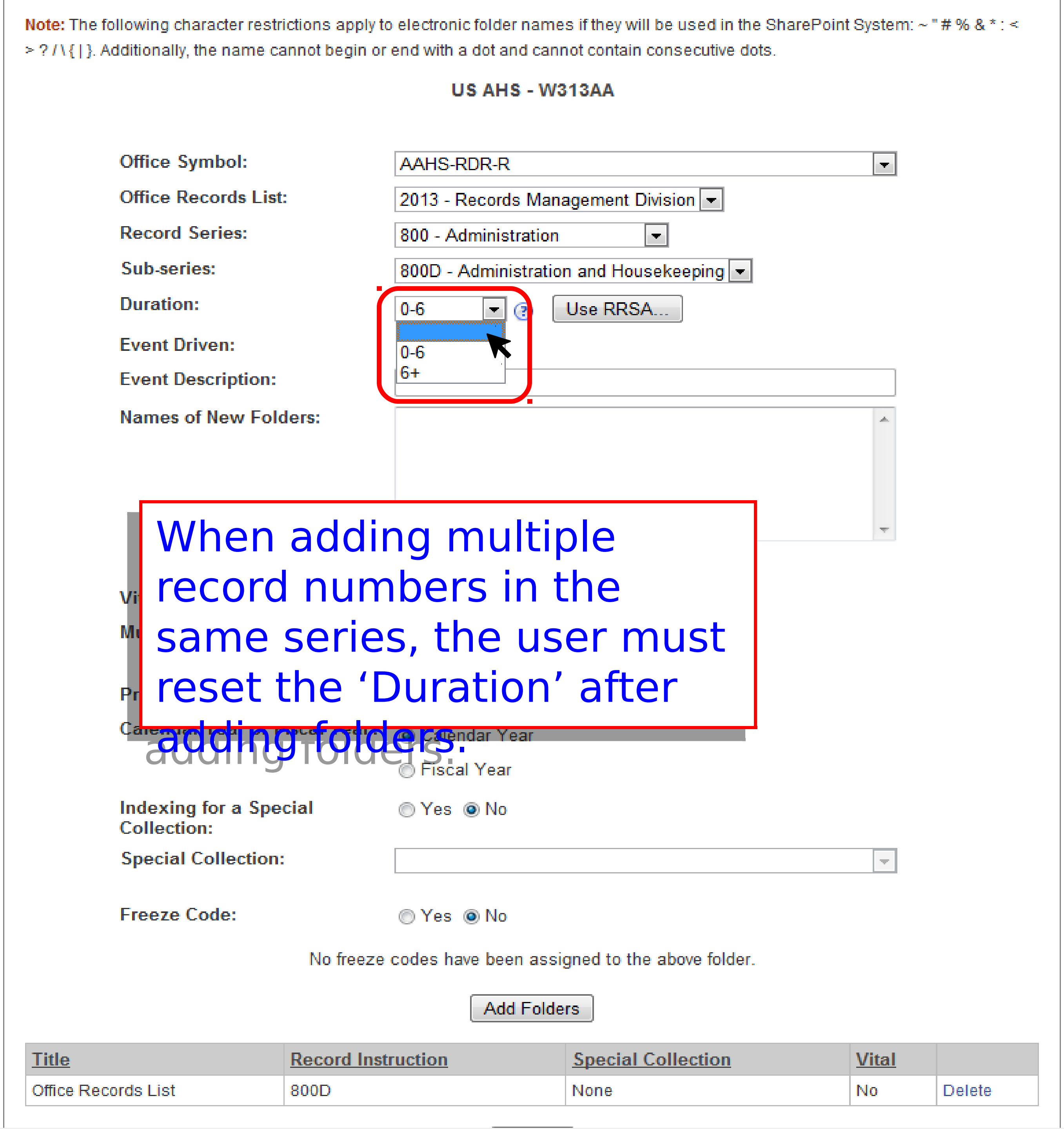
Privacy Act: ☐

The folder has been added to the bottom of the page. NOTE: User must click 'Submit' to save the folders.

Freeze Code: ○ Yes ● No

No freeze codes have been assigned to the above folder.

Title	Record Instruction	Special Collection	Vital	
Office Records list	800D	None	No	Delete



Note: The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & * : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6

Event Driven:

Event Description:

Names of New Folders:

When adding multiple record numbers in the same series, the user must reset the 'Duration' after adding folders.

● Calendar Year

○ Fiscal Year

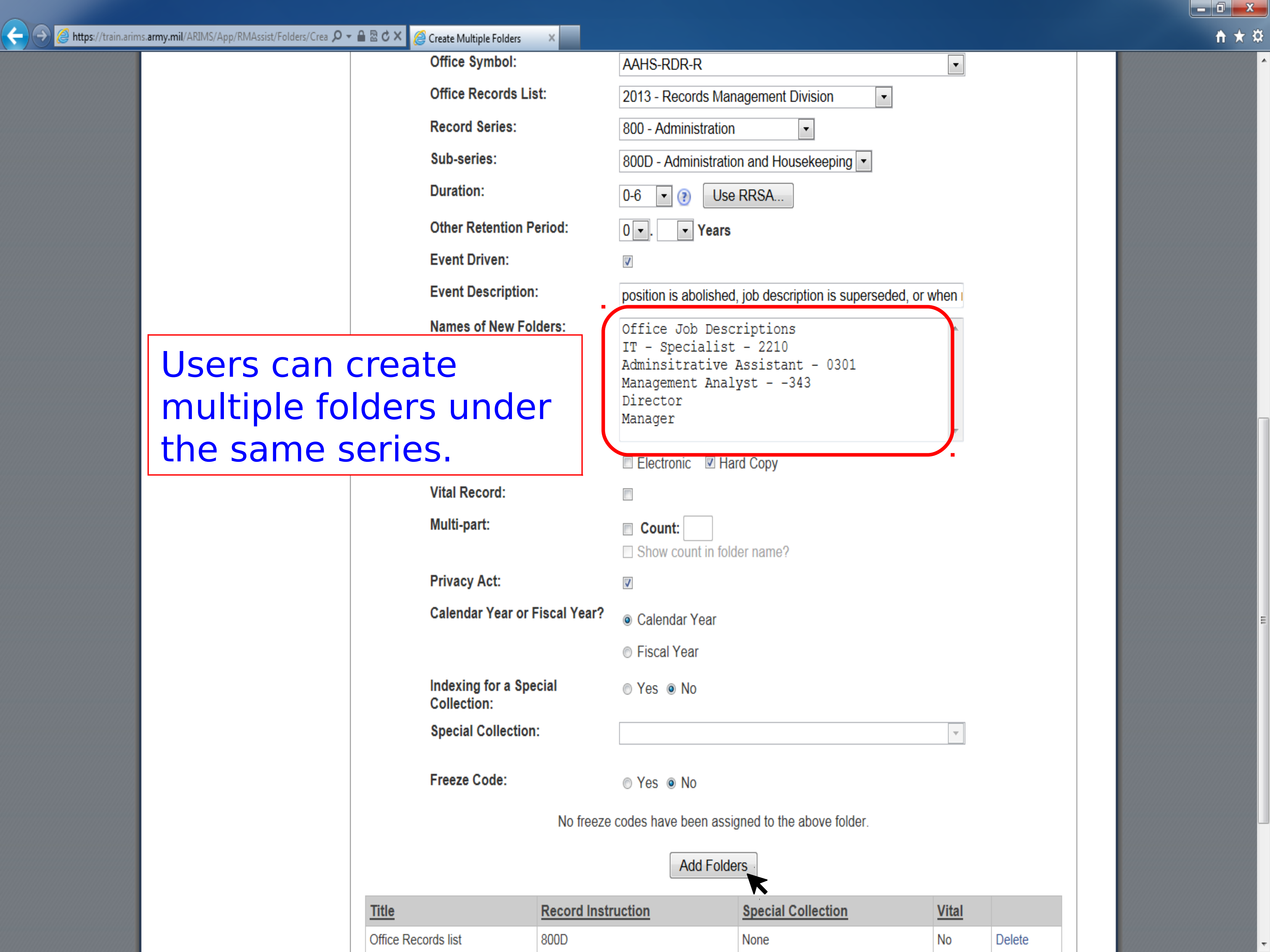
Indexing for a Special Collection: ○ Yes ● No

Special Collection:

Freeze Code: ○ Yes ● No

No freeze codes have been assigned to the above folder.

Title	Record Instruction	Special Collection	Vital	
Office Records List	800D	None	No	Delete


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea
Create Multiple Folders

Users can create multiple folders under the same series.

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Record Series: 800 - Administration

Sub-series: 800D - Administration and Housekeeping

Duration: 0-6 Use RRSA...

Other Retention Period: 0 . Years

Event Driven: ☑

Event Description: position is abolished, job description is superseded, or when

Names of New Folders:

```
Office Job Descriptions
IT - Specialist - 2210
Adminsitrative Assistant - 0301
Management Analyst - -343
Director
Manager
```

☐ Electronic ☑ Hard Copy

Vital Record: ☐

Multi-part: ☐ **Count:**

☐ Show count in folder name?

Privacy Act: ☑

Calendar Year or Fiscal Year? ● Calendar Year ○ Fiscal Year

Indexing for a Special Collection: ○ Yes ● No

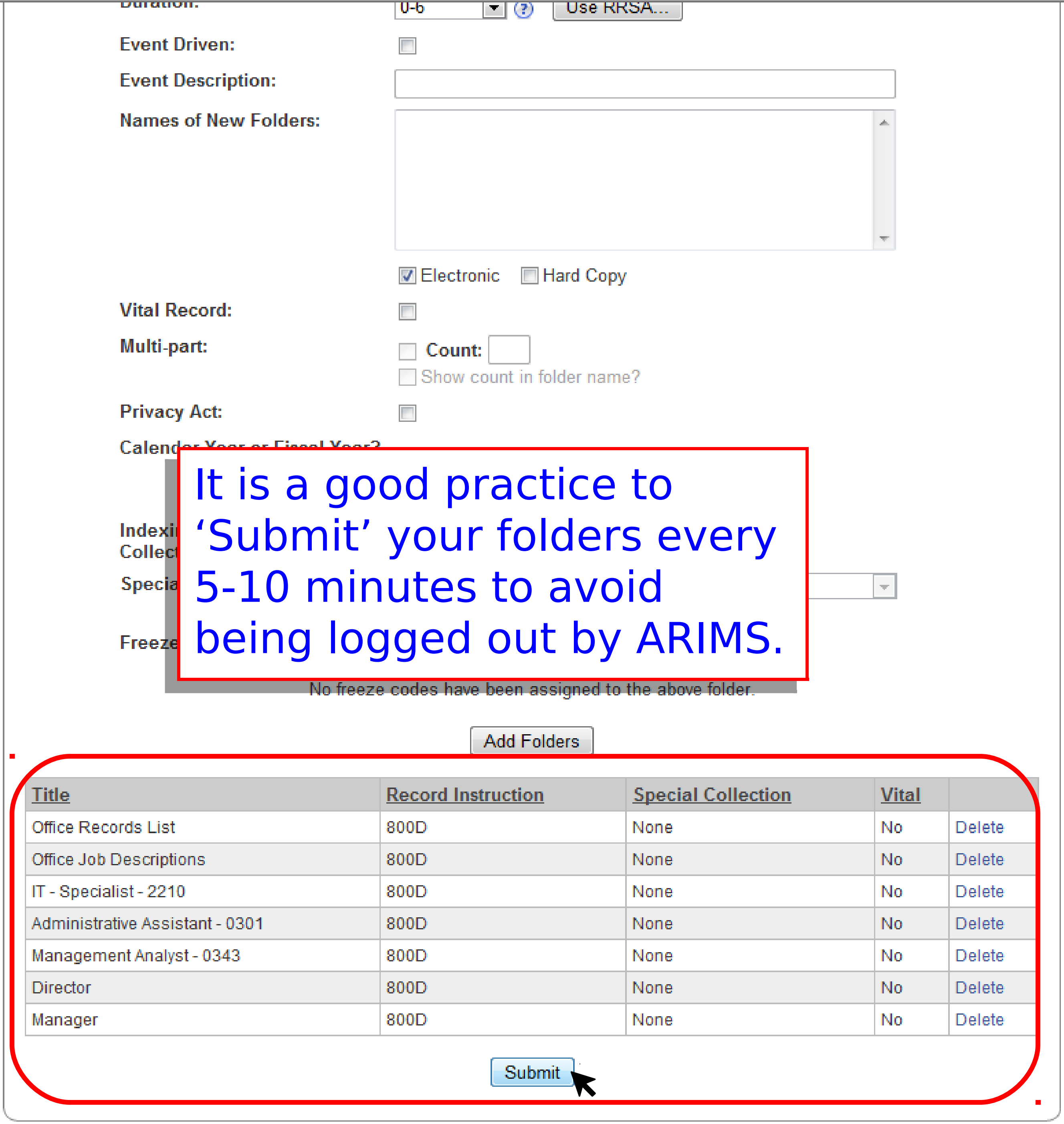
Special Collection:

Freeze Code: ○ Yes ● No

No freeze codes have been assigned to the above folder.

Add Folders

Title	Record Instruction	Special Collection	Vital	
Office Records list	800D	None	No	Delete



Duration: 0-6 Use RRSA...

Event Driven: ☐

Event Description:

Names of New Folders:

☑ Electronic ☐ Hard Copy

Vital Record: ☐

Multi-part: ☐ **Count:**

☐ Show count in folder name?

Privacy Act: ☐

Calendar Year or Fiscal Year?

Indexi
Collect

Specia

Freeze

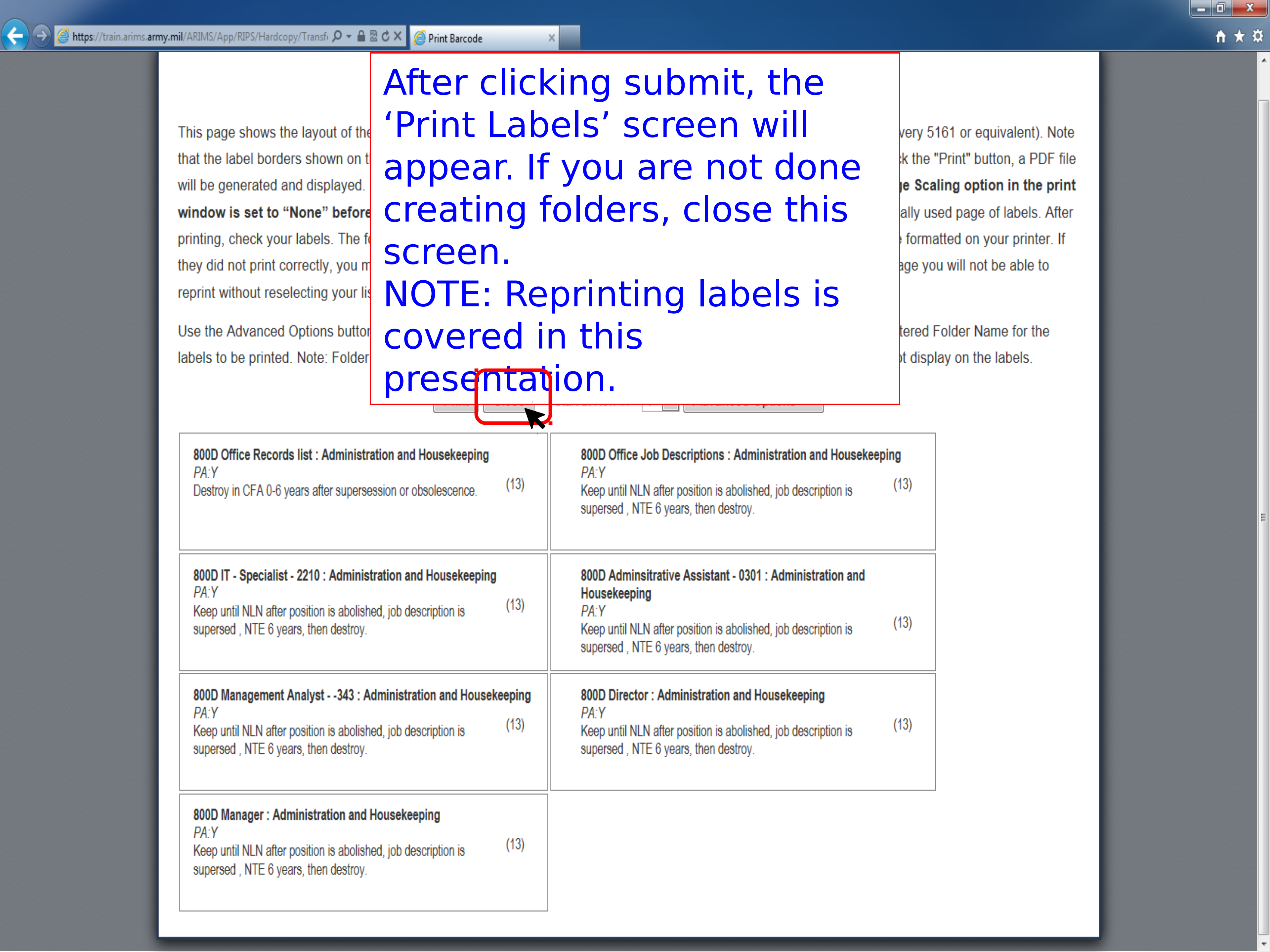
No freeze codes have been assigned to the above folder.

Add Folders

Title	Record Instruction	Special Collection	Vital	
Office Records List	800D	None	No	Delete
Office Job Descriptions	800D	None	No	Delete
IT - Specialist - 2210	800D	None	No	Delete
Administrative Assistant - 0301	800D	None	No	Delete
Management Analyst - 0343	800D	None	No	Delete
Director	800D	None	No	Delete
Manager	800D	None	No	Delete

Submit

It is a good practice to ‘Submit’ your folders every 5-10 minutes to avoid being logged out by ARIMS.



After clicking submit, the 'Print Labels' screen will appear. If you are not done creating folders, close this screen.
NOTE: Reprinting labels is covered in this presentation.

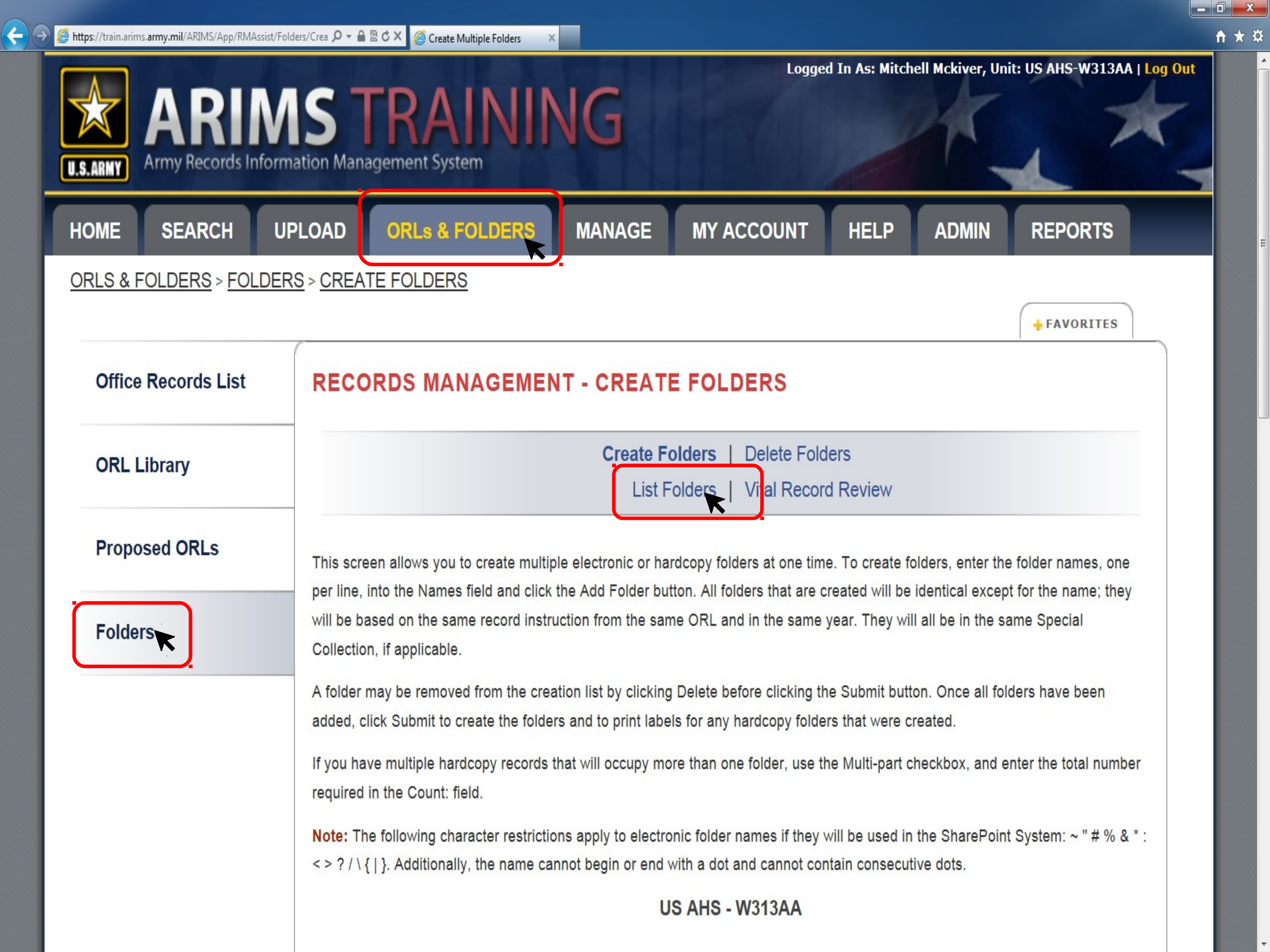
This page shows the layout of the very 5161 or equivalent). Note
that the label borders shown on t k the "Print" button, a PDF file
will be generated and displayed. **e Scaling option in the print**
window is set to "None" before ally used page of labels. After
printing, check your labels. The f formatted on your printer. If
they did not print correctly, you m age you will not be able to
reprint without reselecting your li

Use the Advanced Options butto tered Folder Name for the
labels to be printed. Note: Folder t display on the labels.

800D Office Records list : Administration and Housekeeping *PA:Y* Destroy in CFA 0-6 years after supersession or obsolescence. (13)	**800D Office Job Descriptions : Administration and Housekeeping** *PA:Y* Keep until NLN after position is abolished, job description is supersed , NTE 6 years, then destroy. (13)
800D IT - Specialist - 2210 : Administration and Housekeeping *PA:Y* Keep until NLN after position is abolished, job description is supersed , NTE 6 years, then destroy. (13)	**800D Adminsitrative Assistant - 0301 : Administration and Housekeeping** *PA:Y* Keep until NLN after position is abolished, job description is supersed , NTE 6 years, then destroy. (13)
800D Management Analyst - -343 : Administration and Housekeeping *PA:Y* Keep until NLN after position is abolished, job description is supersed , NTE 6 years, then destroy. (13)	**800D Director : Administration and Housekeeping** *PA:Y* Keep until NLN after position is abolished, job description is supersed , NTE 6 years, then destroy. (13)
800D Manager : Administration and Housekeeping *PA:Y* Keep until NLN after position is abolished, job description is supersed , NTE 6 years, then destroy. (13)	

QUESTIONS

Reprinting Labels


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/Crea
Create Multiple Folders
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
ORLS & FOLDERS > FOLDERS > CREATE FOLDERS
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create Folders | Delete Folders
List Folders | Vital Record Review

RECORDS MANAGEMENT - CREATE FOLDERS

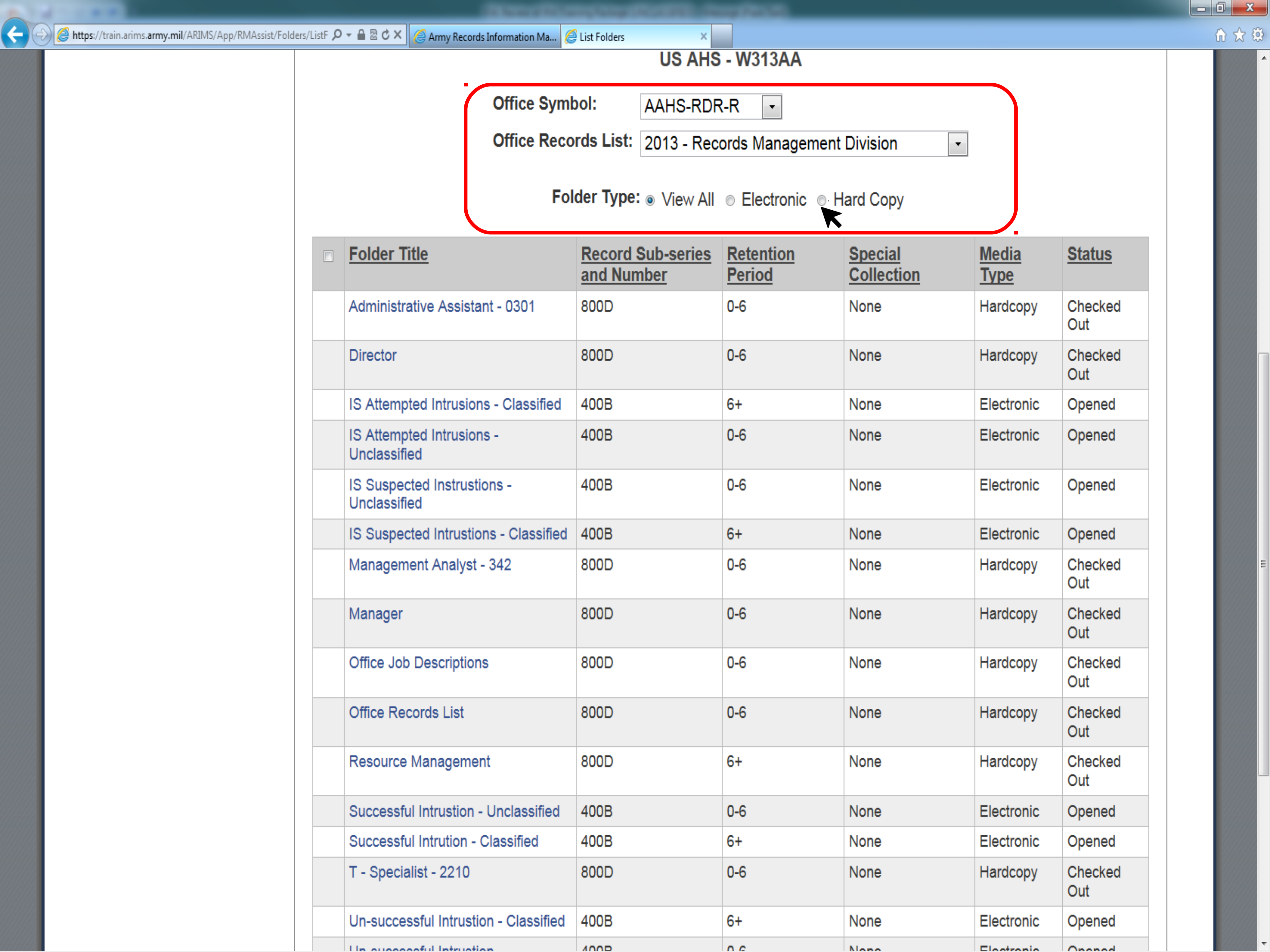
This screen allows you to create multiple electronic or hardcopy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count: field.

Note: The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & * : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/ListF
Army Records Information Ma...
List Folders

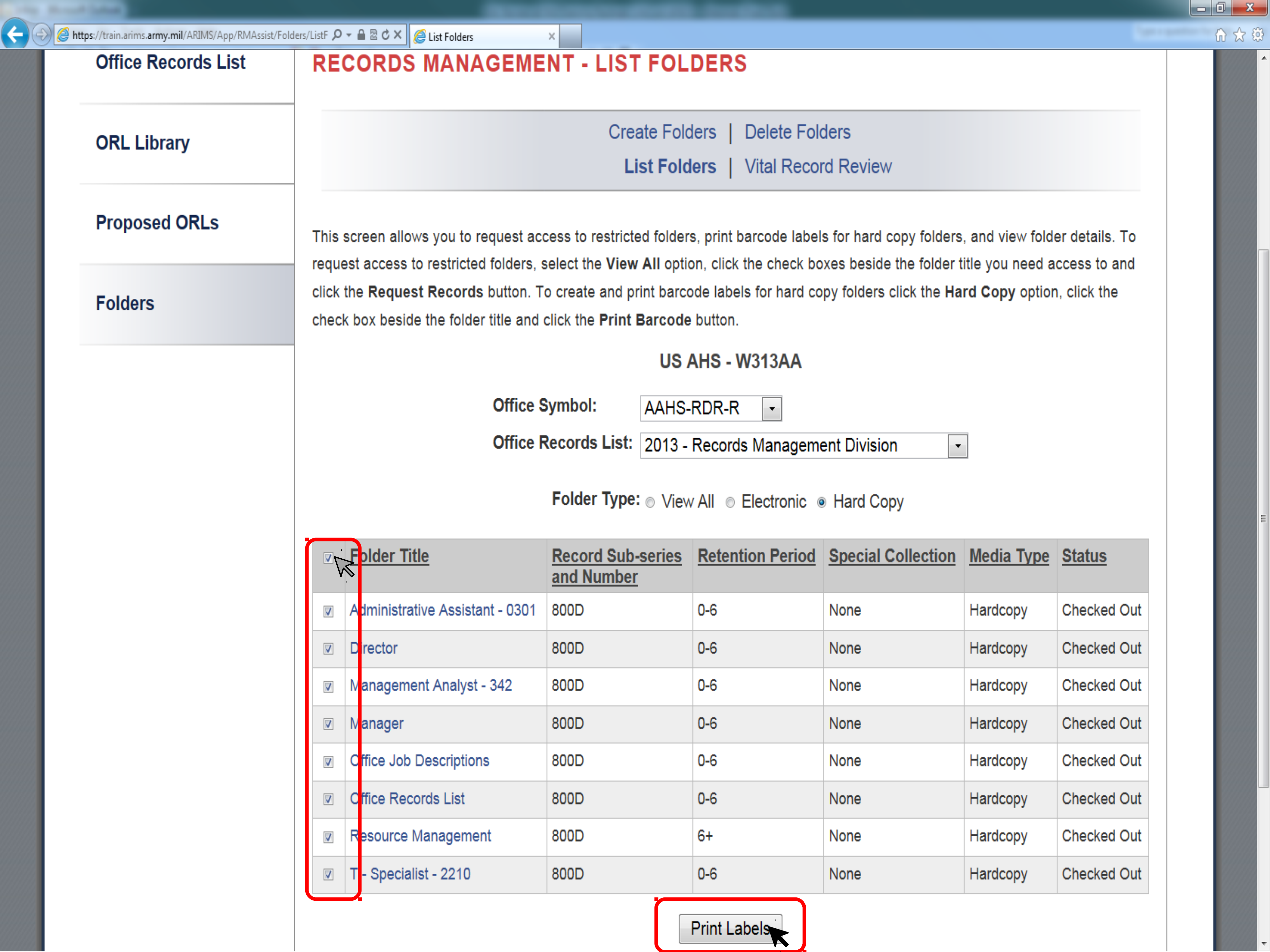
US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Folder Type: ● View All ○ Electronic ○ Hard Copy

☐	Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
	Administrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
	Director	800D	0-6	None	Hardcopy	Checked Out
	IS Attempted Intrusions - Classified	400B	6+	None	Electronic	Opened
	IS Attempted Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Instrustions - Unclassified	400B	0-6	None	Electronic	Opened
	IS Suspected Intrustions - Classified	400B	6+	None	Electronic	Opened
	Management Analyst - 342	800D	0-6	None	Hardcopy	Checked Out
	Manager	800D	0-6	None	Hardcopy	Checked Out
	Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
	Office Records List	800D	0-6	None	Hardcopy	Checked Out
	Resource Management	800D	6+	None	Hardcopy	Checked Out
	Successful Intrustion - Unclassified	400B	0-6	None	Electronic	Opened
	Successful Intrution - Classified	400B	6+	None	Electronic	Opened
	T - Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out
	Un-successful Intrustion - Classified	400B	6+	None	Electronic	Opened
	Un-successful Intrustion	400B	0-6	None	Electronic	Opened


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/ListF
List Folders

Office Records List

ORL Library

Proposed ORLs

Folders

RECORDS MANAGEMENT - LIST FOLDERS

Create Folders | Delete Folders

List Folders | Vital Record Review

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the **View All** option, click the check boxes beside the folder title you need access to and click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

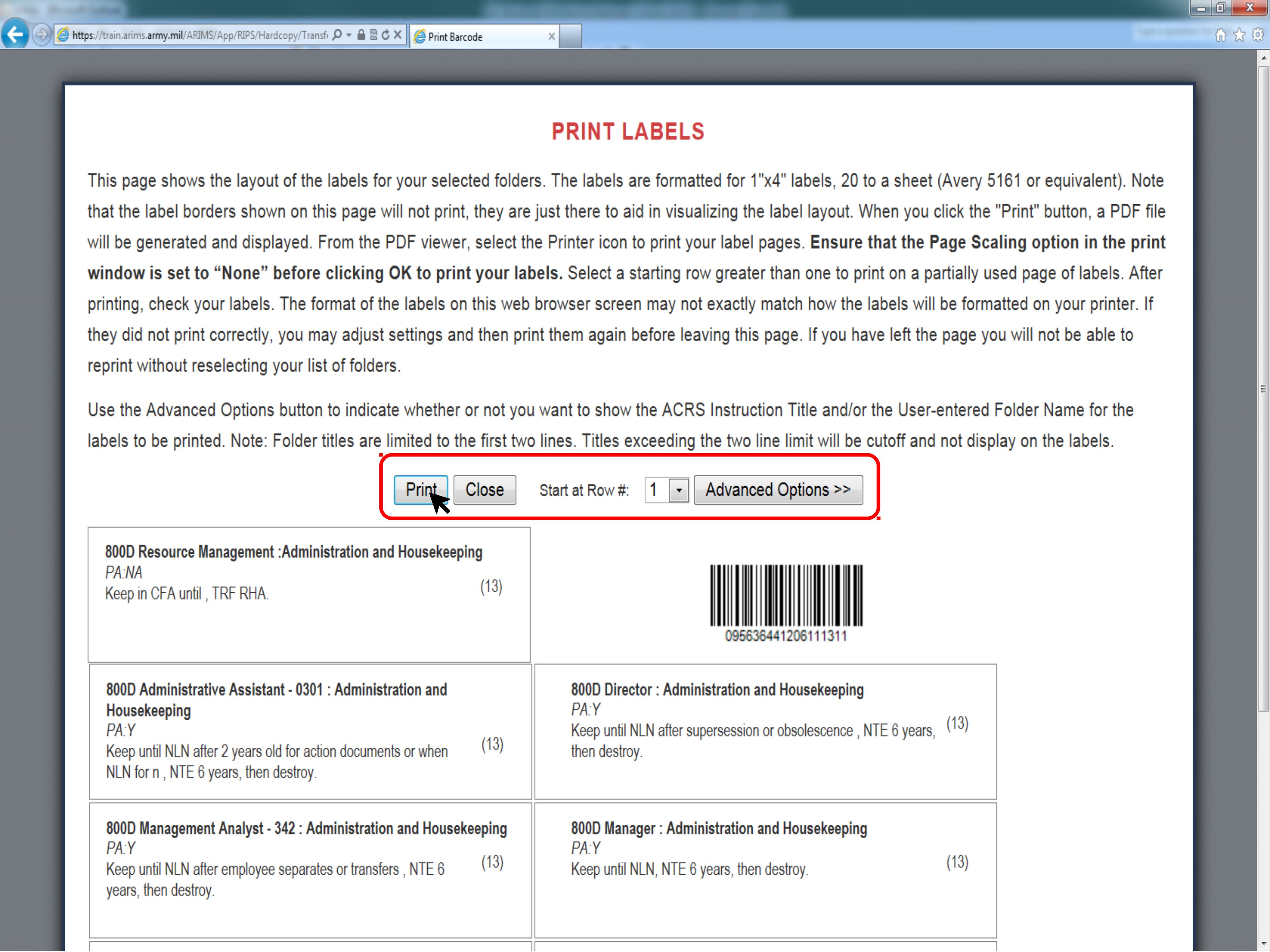
US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Folder Type: ○ View All ○ Electronic ● Hard Copy

☑	Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
☑	Administrative Assistant - 0301	800D	0-6	None	Hardcopy	Checked Out
☑	Director	800D	0-6	None	Hardcopy	Checked Out
☑	Management Analyst - 342	800D	0-6	None	Hardcopy	Checked Out
☑	Manager	800D	0-6	None	Hardcopy	Checked Out
☑	Office Job Descriptions	800D	0-6	None	Hardcopy	Checked Out
☑	Office Records List	800D	0-6	None	Hardcopy	Checked Out
☑	Resource Management	800D	6+	None	Hardcopy	Checked Out
☑	T- Specialist - 2210	800D	0-6	None	Hardcopy	Checked Out



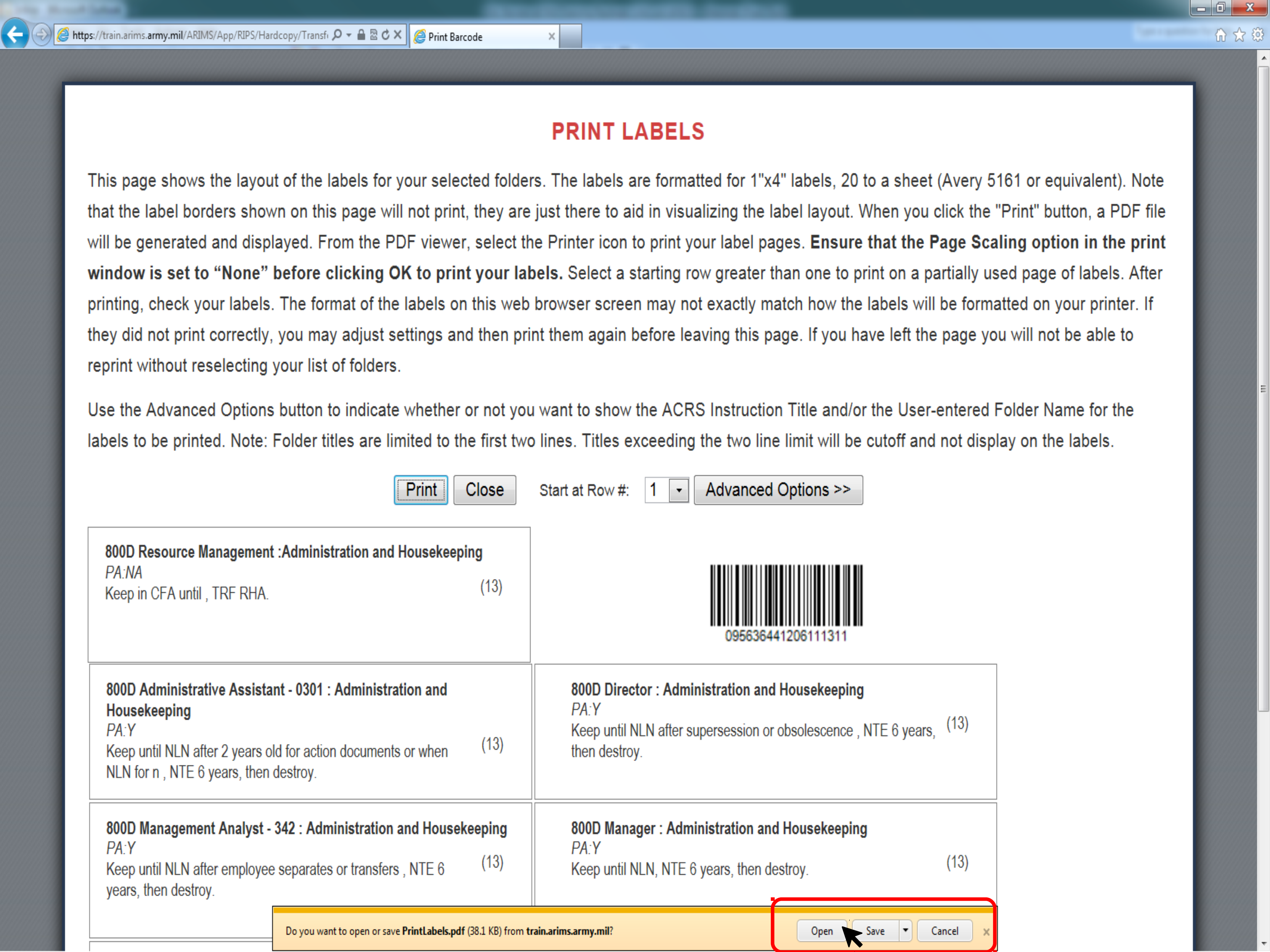
PRINT LABELS

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #: 1

800D Resource Management :Administration and Housekeeping *PA:NA* Keep in CFA until , TRF RHA. (13)	095636441206111311
800D Administrative Assistant - 0301 : Administration and Housekeeping *PA:Y* Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy. (13)	**800D Director : Administration and Housekeeping** *PA:Y* Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy. (13)
800D Management Analyst - 342 : Administration and Housekeeping *PA:Y* Keep until NLN after employee separates or transfers , NTE 6 years, then destroy. (13)	**800D Manager : Administration and Housekeeping** *PA:Y* Keep until NLN, NTE 6 years, then destroy. (13)



PRINT LABELS

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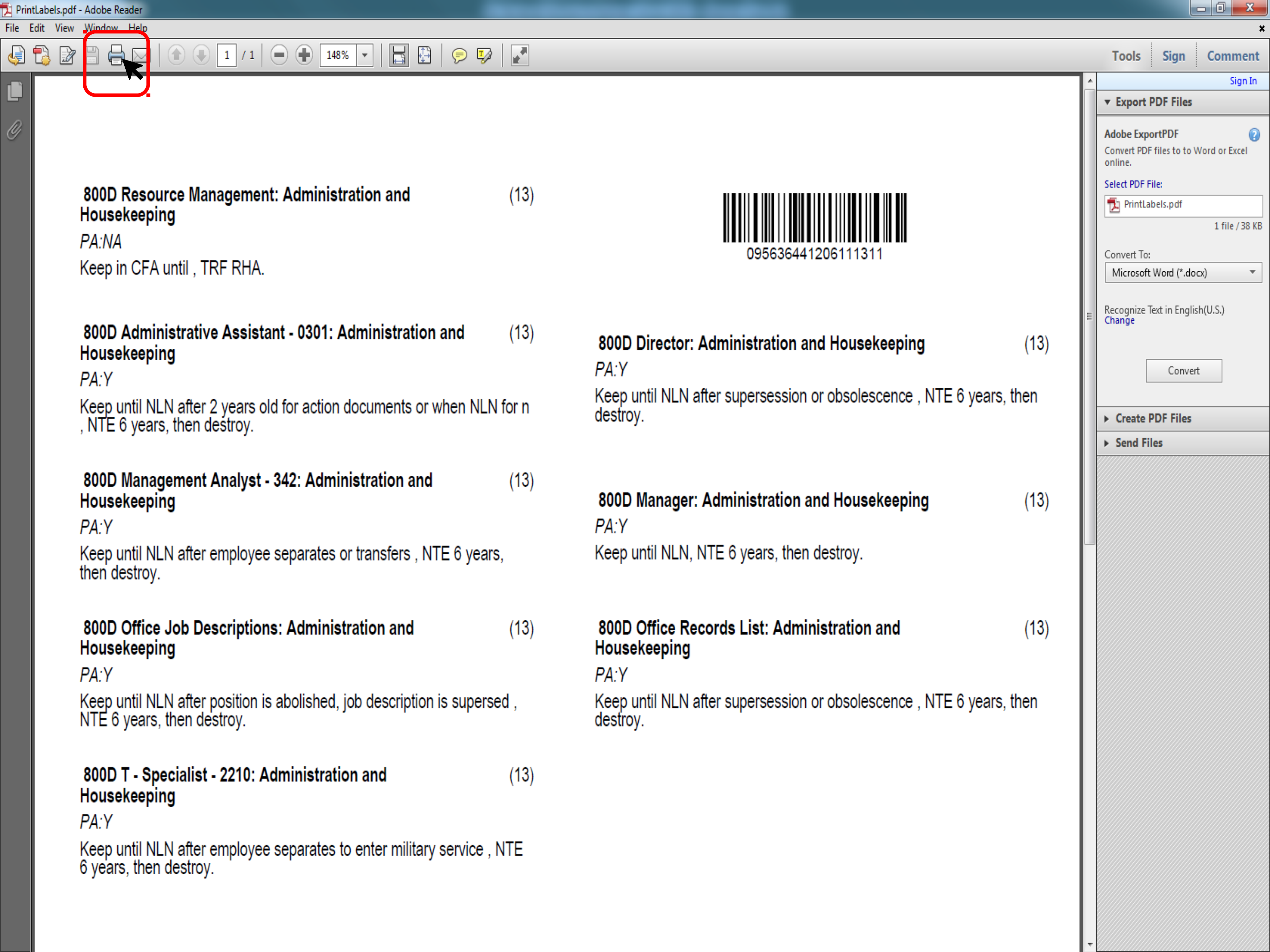
800D Resource Management :Administration and Housekeeping *PA:NA* Keep in CFA until , TRF RHA. (13)	09563644120611311 1
800D Administrative Assistant - 0301 : Administration and Housekeeping *PA:Y* Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy. (13)	**800D Director : Administration and Housekeeping** *PA:Y* Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy. (13)
800D Management Analyst - 342 : Administration and Housekeeping *PA:Y* Keep until NLN after employee separates or transfers , NTE 6 years, then destroy. (13)	**800D Manager : Administration and Housekeeping** *PA:Y* Keep until NLN, NTE 6 years, then destroy. (13)

Do you want to open or save **PrintLabels.pdf** (38.1 KB) from **train.arims.army.mil**?



PrintLabels.pdf - Adobe Reader
File
Edit
View
Window
Help
1
/ 1
148%
Tools
Sign
Comment
Sign In
Export PDF Files
Create PDF Files
Send Files
Convert
Change

800D Resource Management: Administration and Housekeeping (13)

PA:NA

Keep in CFA until , TRF RHA.

095636441206111311

800D Administrative Assistant - 0301: Administration and Housekeeping (13)

PA:Y

Keep until NLN after 2 years old for action documents or when NLN for n , NTE 6 years, then destroy.

800D Director: Administration and Housekeeping (13)

PA:Y

Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy.

800D Management Analyst - 342: Administration and Housekeeping (13)

PA:Y

Keep until NLN after employee separates or transfers , NTE 6 years, then destroy.

800D Manager: Administration and Housekeeping (13)

PA:Y

Keep until NLN, NTE 6 years, then destroy.

800D Office Job Descriptions: Administration and Housekeeping (13)

PA:Y

Keep until NLN after position is abolished, job description is supersed , NTE 6 years, then destroy.

800D Office Records List: Administration and Housekeeping (13)

PA:Y

Keep until NLN after supersession or obsolescence , NTE 6 years, then destroy.

800D T - Specialist - 2210: Administration and Housekeeping (13)

PA:Y

Keep until NLN after employee separates to enter military service , NTE 6 years, then destroy.

Adobe ExportPDF

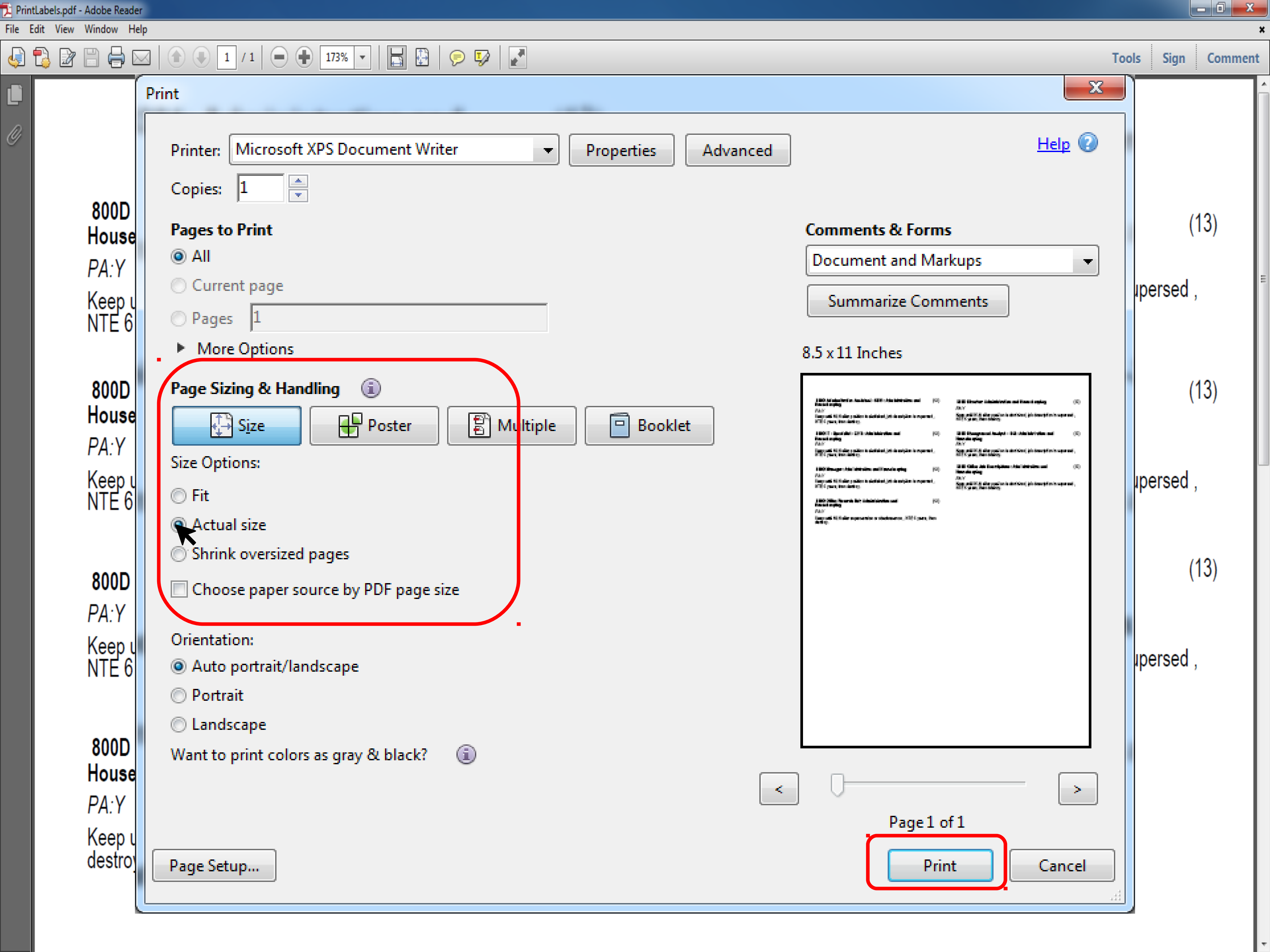
Convert PDF files to to Word or Excel online.

Select PDF File: PrintLabels.pdf

1 file / 38 KB

Convert To: Microsoft Word (*.docx)

Recognize Text in English(U.S.)



PrintLabels.pdf - Adobe Reader
File Edit View Window Help
1 / 1
173%
Tools
Sign
Comment

Print

Printer: Microsoft XPS Document Writer

Properties
Advanced
Help

Copies: 1

Pages to Print

● All

○ Current page

○ Pages 1

More Options

Page Sizing & Handling

Size
Poster
Multiple
Booklet

Size Options:

○ Fit

● Actual size

○ Shrink oversized pages

☐ Choose paper source by PDF page size

Orientation:

● Auto portrait/landscape

○ Portrait

○ Landscape

Want to print colors as gray & black?

Comments & Forms

Document and Markups

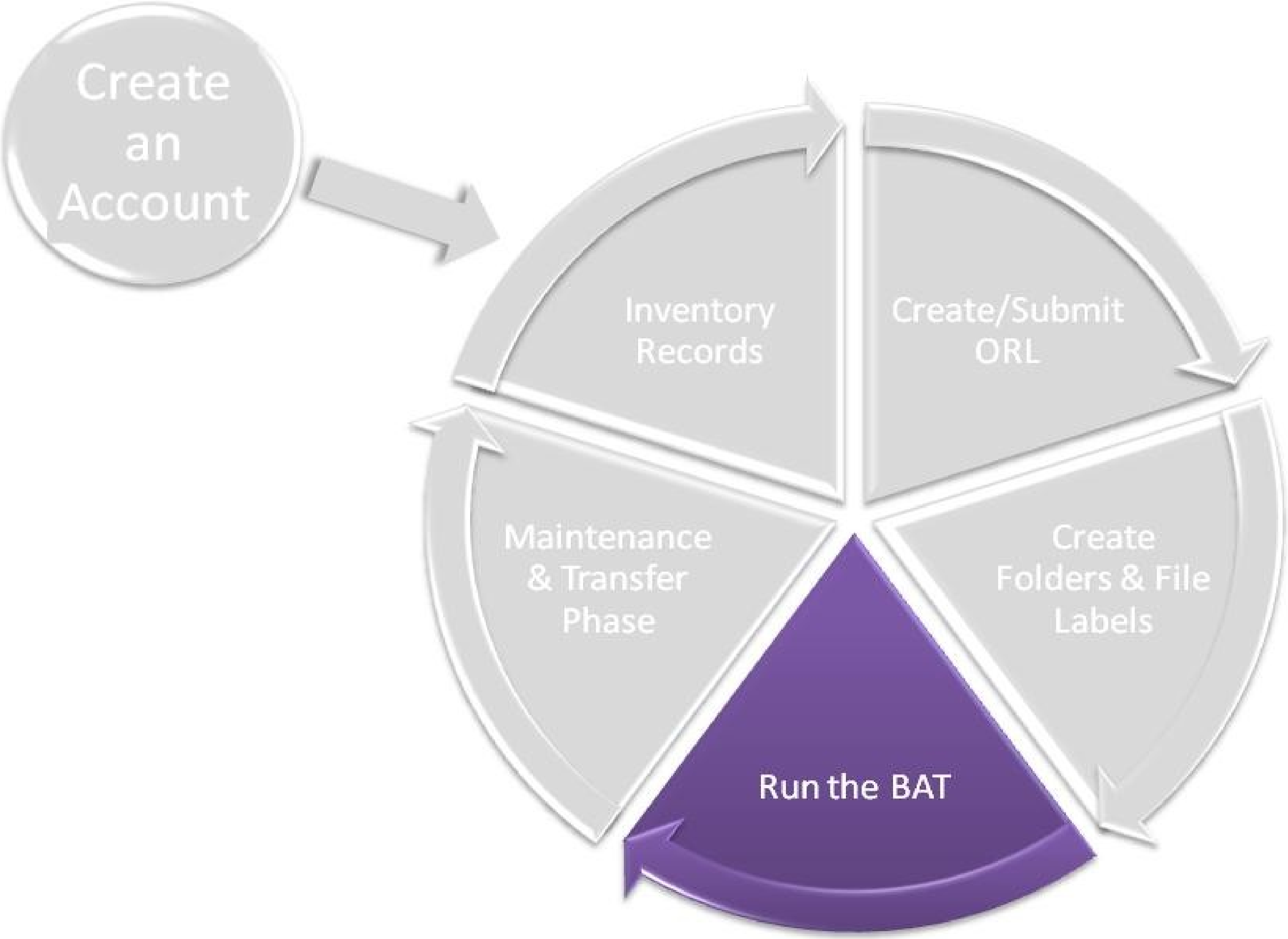
Summarize Comments

8.5 x 11 Inches

Page 1 of 1

Page Setup...
Print
Cancel

QUESTIONS



Create an Account

Inventory Records

Create/Submit ORL

Create Folders & File Labels

Run the BAT

Maintenance & Transfer Phase

Bulk Archive Tool (BAT) Attributes

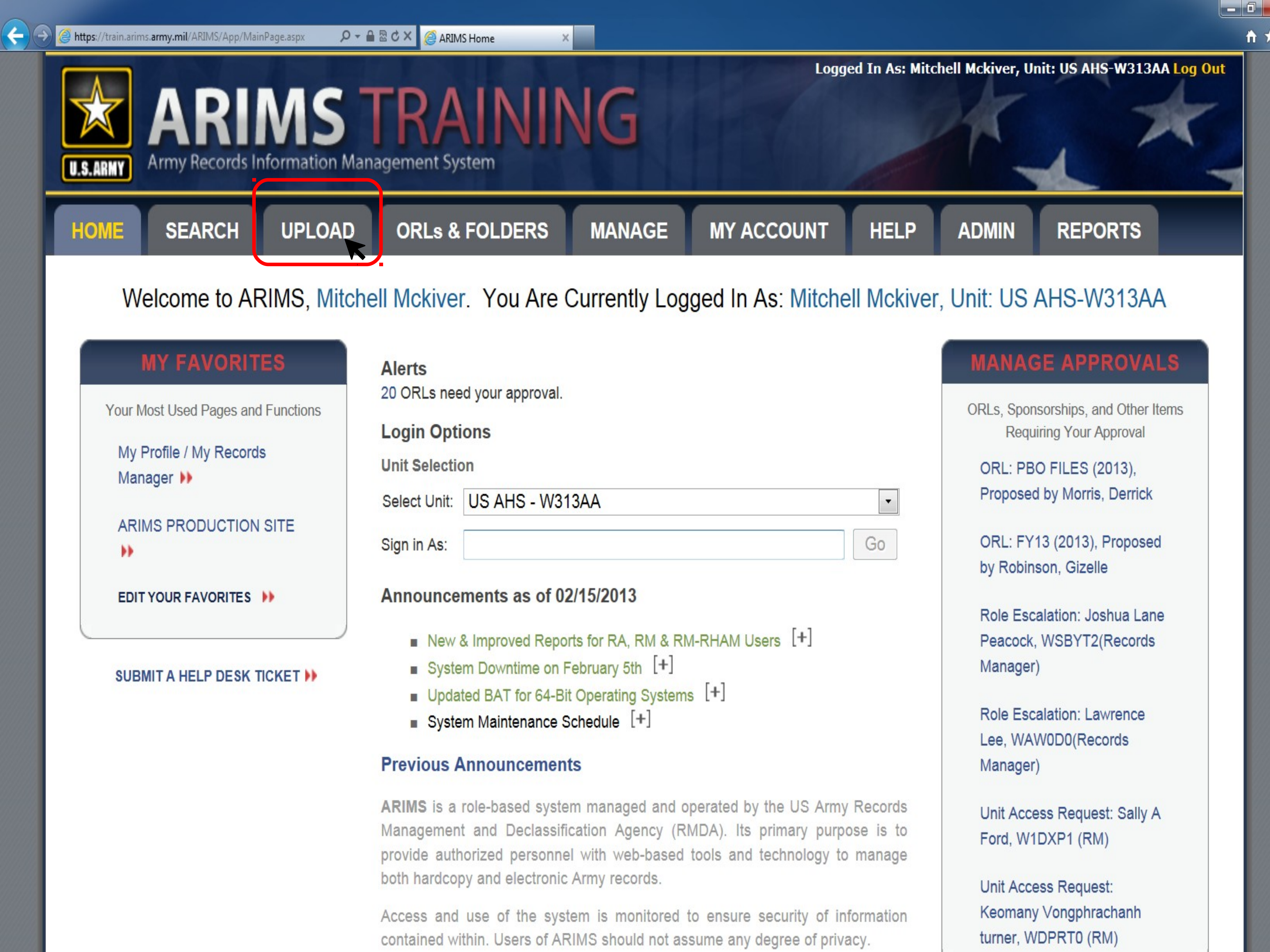
- Is a secure transfer tool between ARIMS website, AEA, and an information system.
- Is downloadable on MOST Army computers (refer to your local IMO).
- Only transmits a COPY of 6+ and permanent records to the AEA.
- Can be run anytime, and as often as needed.

NOTE: When permanent records are converted to electronic format, a request for approval to destroy the hardcopy source records must be forwarded to NARA through the RMDA..

Actions to Complete Before Running the BAT

- Create, submit, and receive approved ORL.
- Create electronic folders from your approved ORL in ARIMS.
- Identify location on share point / shared drive or individual drive for the BAT to setup the electronic folders you created.
- Ensure user has appropriate privileges/access on computer system to download BAT software.

Running the BAT for a Share Drive



Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

ARIMS TRAINING

Army Records Information Management System

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager

ARIMS PRODUCTION SITE

EDIT YOUR FAVORITES

SUBMIT A HELP DESK TICKET

Alerts

20 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

Sign in As:

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users [+]
- System Downtime on February 5th [+]
- Updated BAT for 64-Bit Operating Systems [+]
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: PBO FILES (2013), Proposed by Morris, Derrick

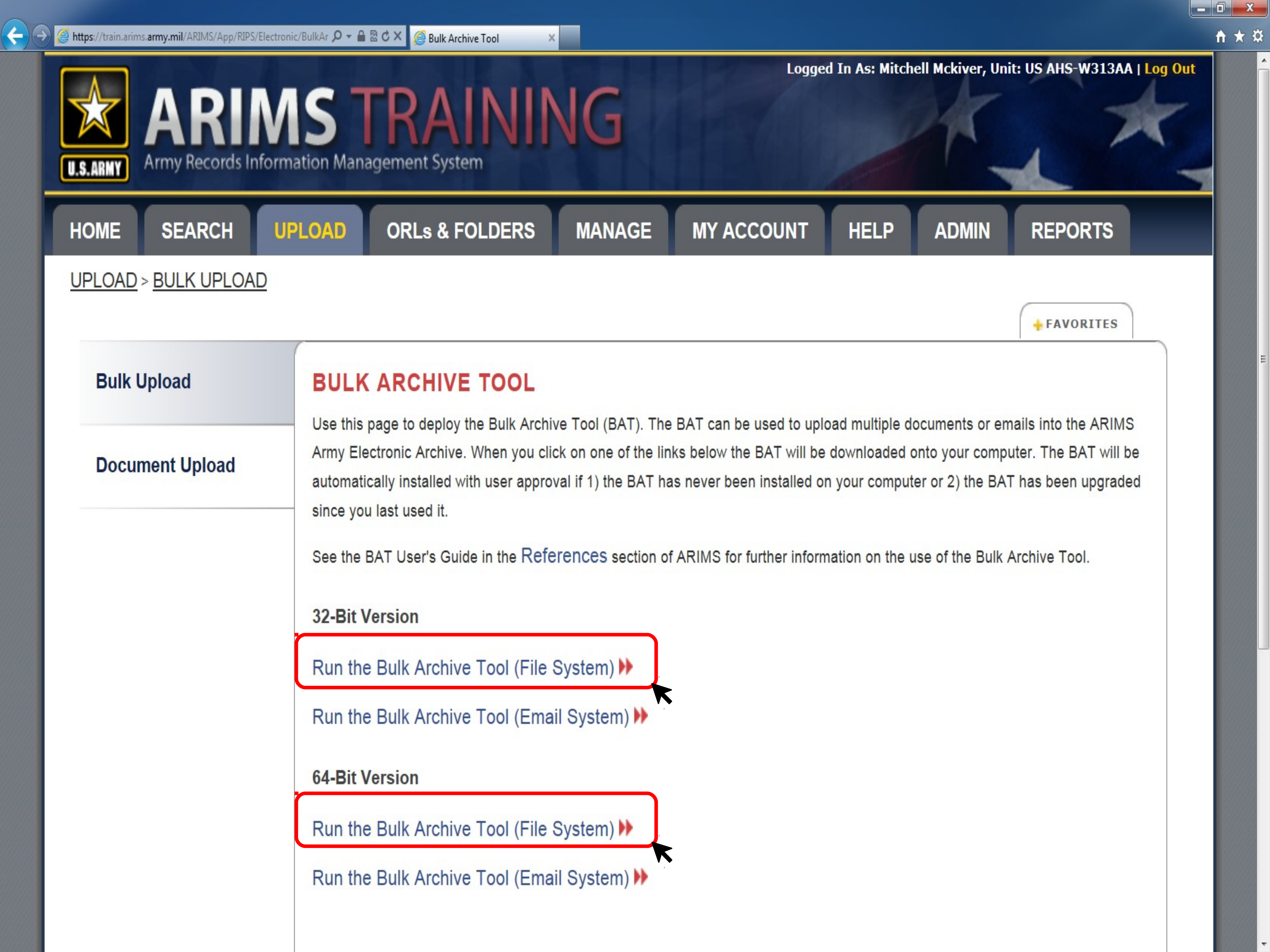
ORL: FY13 (2013), Proposed by Robinson, Gizelle

Role Escalation: Joshua Lane Peacock, WSBYT2(Records Manager)

Role Escalation: Lawrence Lee, WAW0D0(Records Manager)

Unit Access Request: Sally A Ford, W1DXP1 (RM)

Unit Access Request: Keomany Vongphrachanh turner, WDPRT0 (RM)


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
FAVORITES
Bulk Upload
Document Upload

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

UPLOAD > BULK UPLOAD

BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the References section of ARIMS for further information on the use of the Bulk Archive Tool.

32-Bit Version

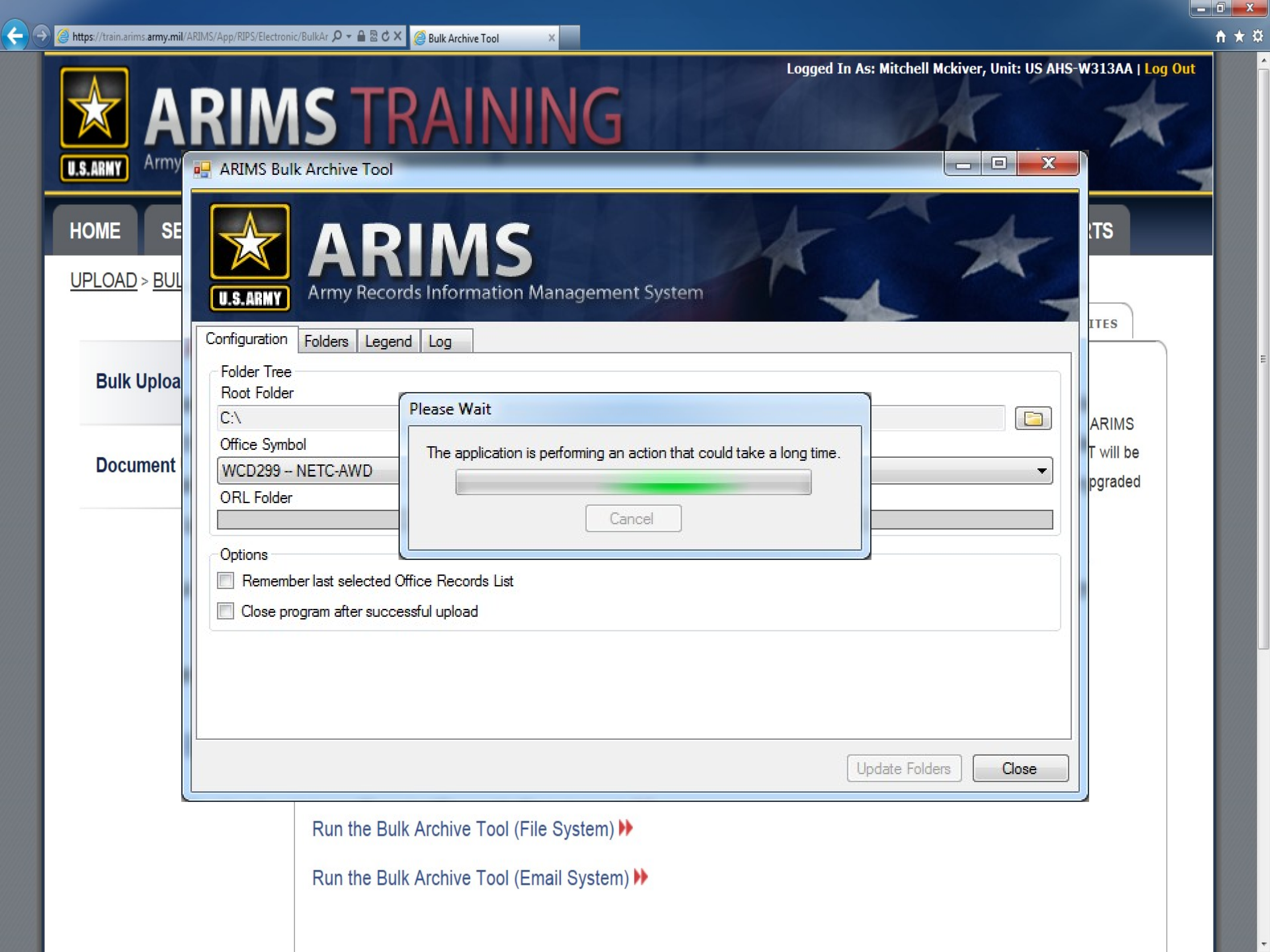
Run the Bulk Archive Tool (File System) ⏩

Run the Bulk Archive Tool (Email System) ⏩

64-Bit Version

Run the Bulk Archive Tool (File System) ⏩

Run the Bulk Archive Tool (Email System) ⏩



https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
ARIMS TRAINING
U.S.ARMY
HOME
UPLOAD > BUL
Bulk Uploa
Document
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Update Folders
Close
Cancel

Folder Tree

Root Folder: C:\

Office Symbol: WCD299 -- NETC-AWD

ORL Folder

Options

☐ Remember last selected Office Records List

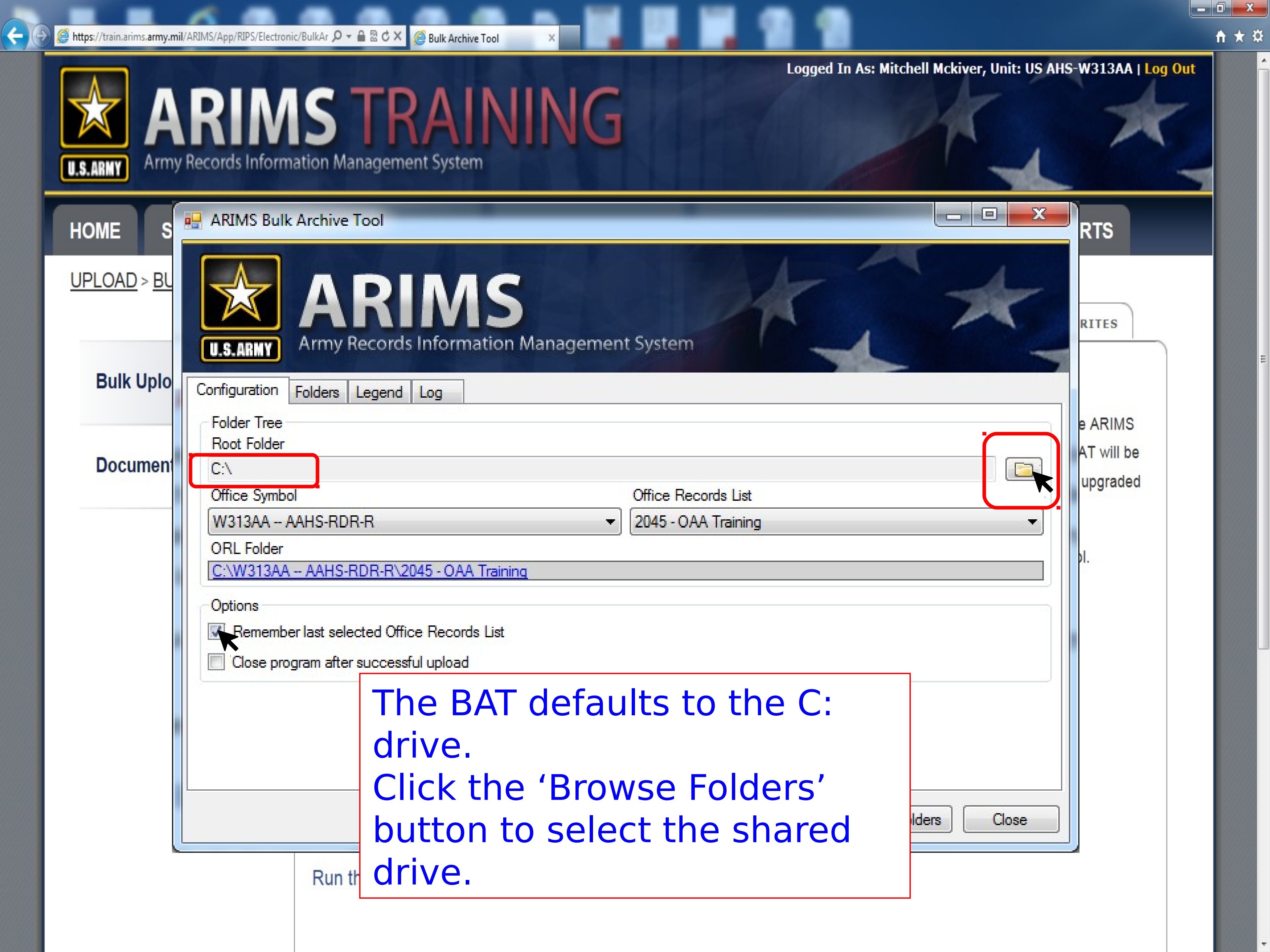
☐ Close program after successful upload

Please Wait

The application is perfoming an action that could take a long time.

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
ARIMS TRAINING
Army Records Information Management System
U.S.ARMY
HOME
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Bulk Uplo
Document
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
ldersClose
Run th

Folder Tree

Root Folder: C:\

Office Symbol: W313AA -- AAHS-RDR-R

Office Records List: 2045 - OAA Training

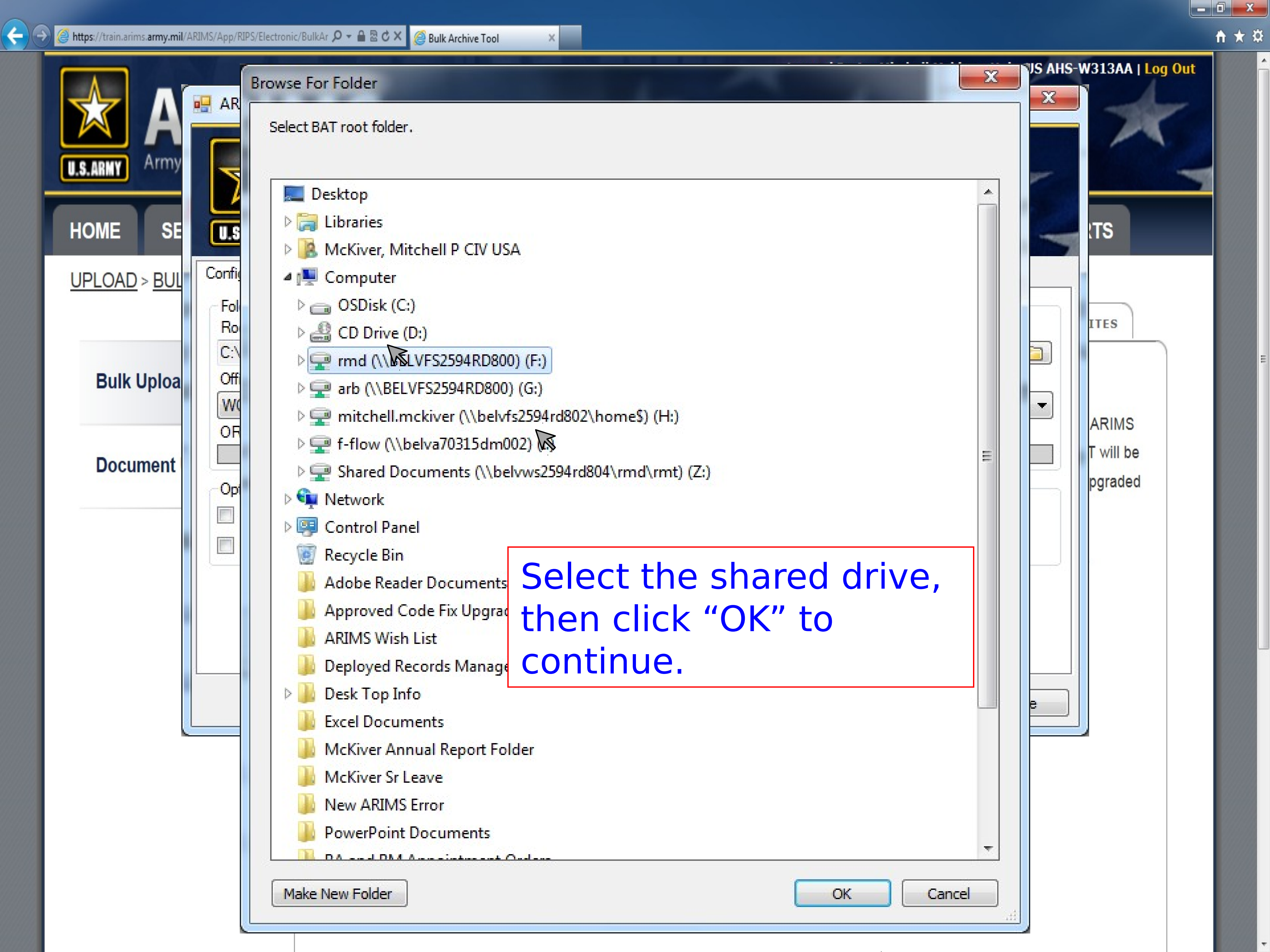
ORL Folder: C:\W313AA -- AAHS-RDR-R\2045 - OAA Training

Options

☑ Remember last selected Office Records List

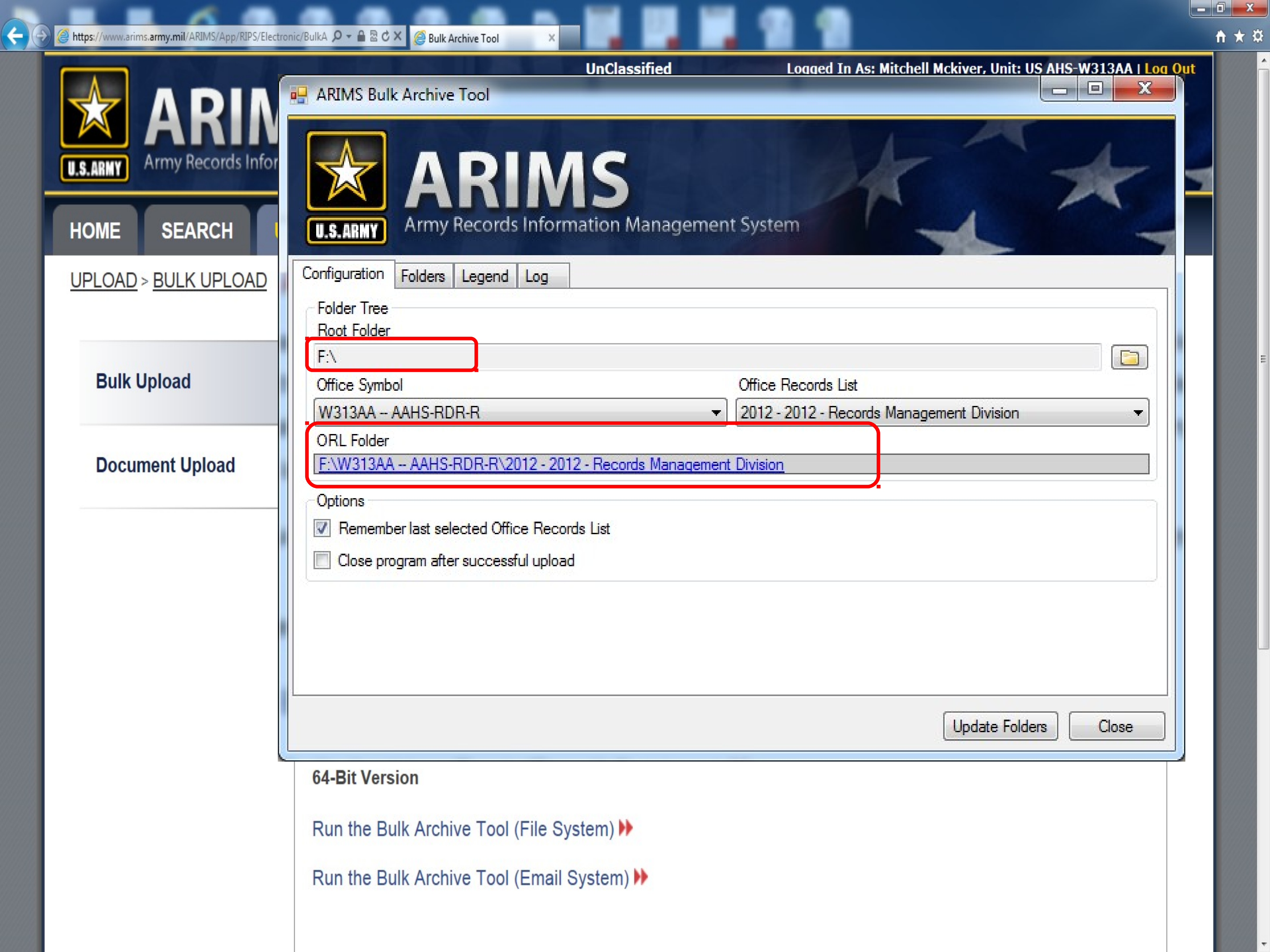
☐ Close program after successful upload

The BAT defaults to the C: drive.
Click the ‘Browse Folders’ button to select the shared drive.


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Log Out
HOME
UPLOAD > BUL
Bulk Uploa
Document
Browse For Folder
Desktop
Libraries
McKiver, Mitchell P CIV USA
Computer
OSDisk (C:)
CD Drive (D:)
rmd (\\BELVFS2594RD800) (F:)
arb (\\BELVFS2594RD800) (G:)
mitchell.mckiver (\\belvfs2594rd802\home$) (H:)
f-flow (\\belva70315dm002) (X:)
Shared Documents (\\belvws2594rd804\rmd\rmt) (Z:)
Network
Control Panel
Recycle Bin
Adobe Reader Documents
Approved Code Fix Upgrad
ARIMS Wish List
Deployed Records Manage
Desk Top Info
Excel Documents
McKiver Annual Report Folder
McKiver Sr Leave
New ARIMS Error
PowerPoint Documents
Make New Folder
OK
Cancel

Select BAT root folder.

Select the shared drive, then click “OK” to continue.


https://www.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkA
Bulk Archive Tool
UnClassified
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
ARIMS
U.S.ARMY
Army Records Infor
HOME
SEARCH
UPLOAD > BULK UPLOAD
Bulk Upload
Document Upload
ARIMS Bulk Archive Tool
Army Records Information Management System
Configuration
Folders
Legend
Log
Update Folders
Close

Folder Tree

Root Folder: F:\

Office Symbol: W313AA -- AAHS-RDR-R

Office Records List: 2012 - 2012 - Records Management Division

ORL Folder: F:\W313AA -- AAHS-RDR-R\2012 - 2012 - Records Management Division

Options

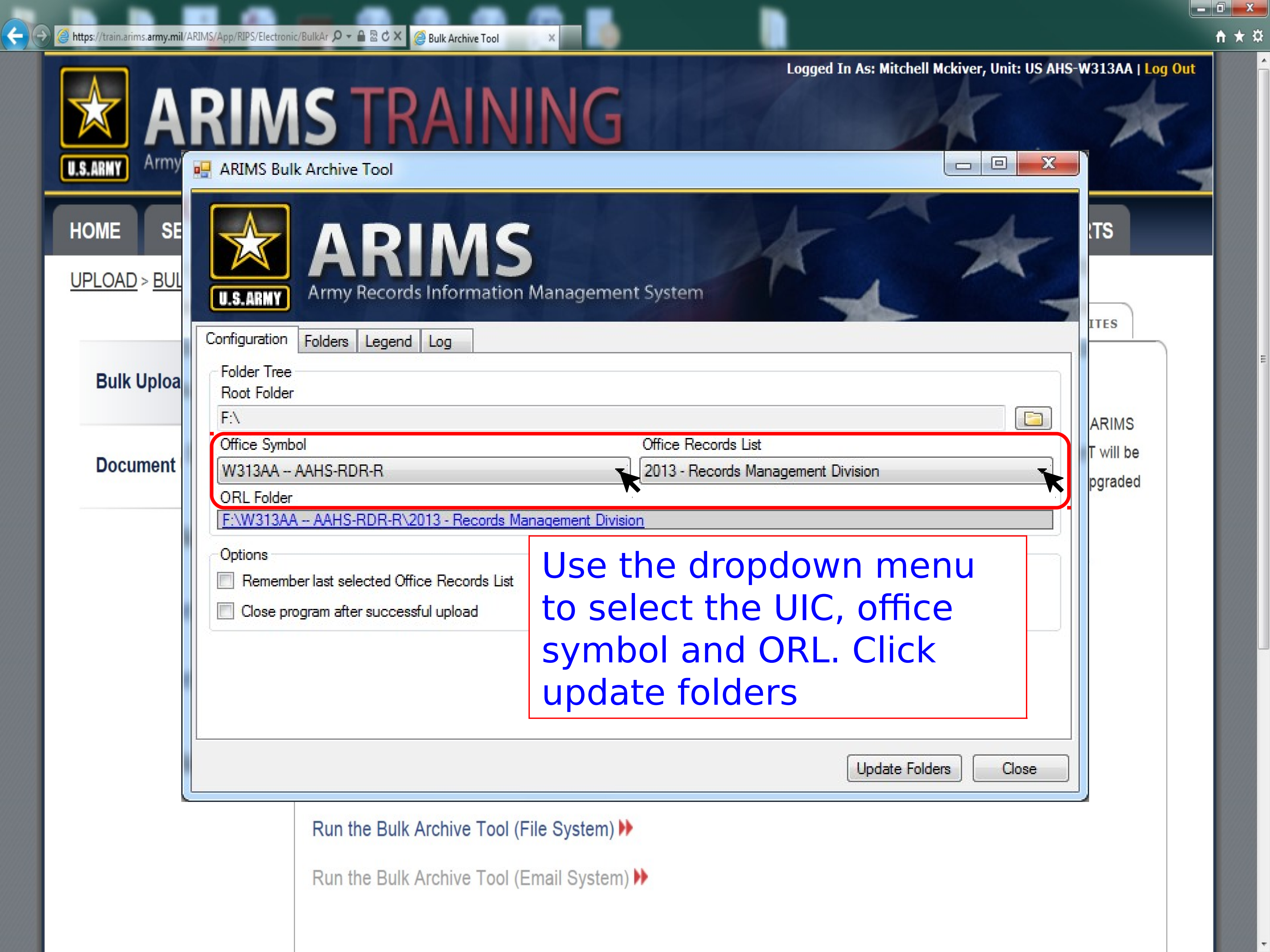
☑ Remember last selected Office Records List

☐ Close program after successful upload

64-Bit Version

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)



https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
ARIMS TRAINING
HOME
UPLOAD > BUL
Bulk Uploa
Document
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Update Folders
Close

Folder Tree

Root Folder: F:\

Office Symbol: W313AA -- AAHS-RDR-R

Office Records List: 2013 - Records Management Division

ORL Folder: F:\W313AA -- AAHS-RDR-R\2013 - Records Management Division

Options

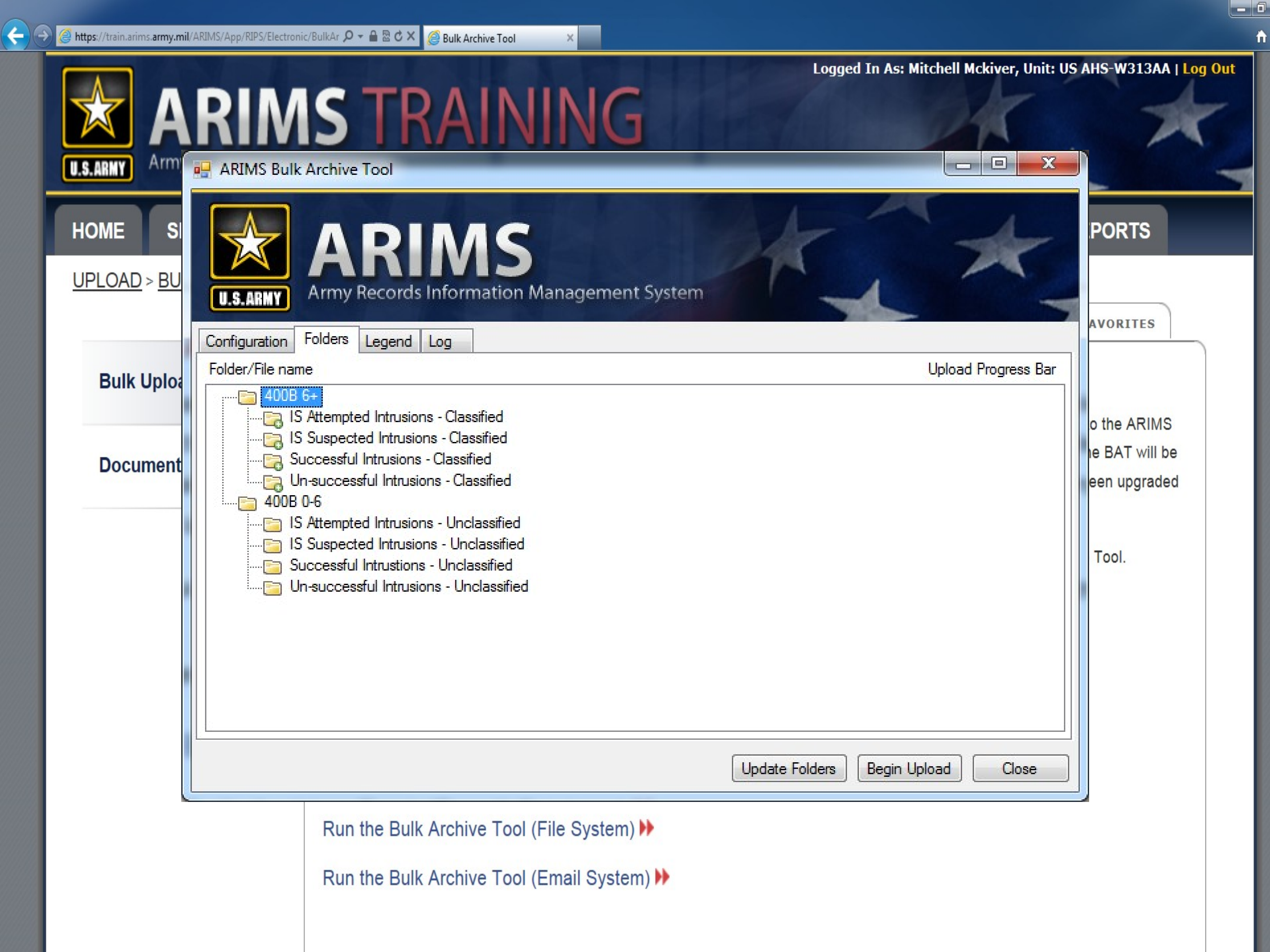
☐ Remember last selected Office Records List

☐ Close program after successful upload

Use the dropdown menu to select the UIC, office symbol and ORL. Click update folders

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
ARIMS TRAINING
U.S. ARMY
Arm
HOME
SI
PORTS
UPLOAD > BU
AVORITES
Bulk Uploa
Document
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Folder/File name
Upload Progress Bar
Update Folders
Begin Upload
Close

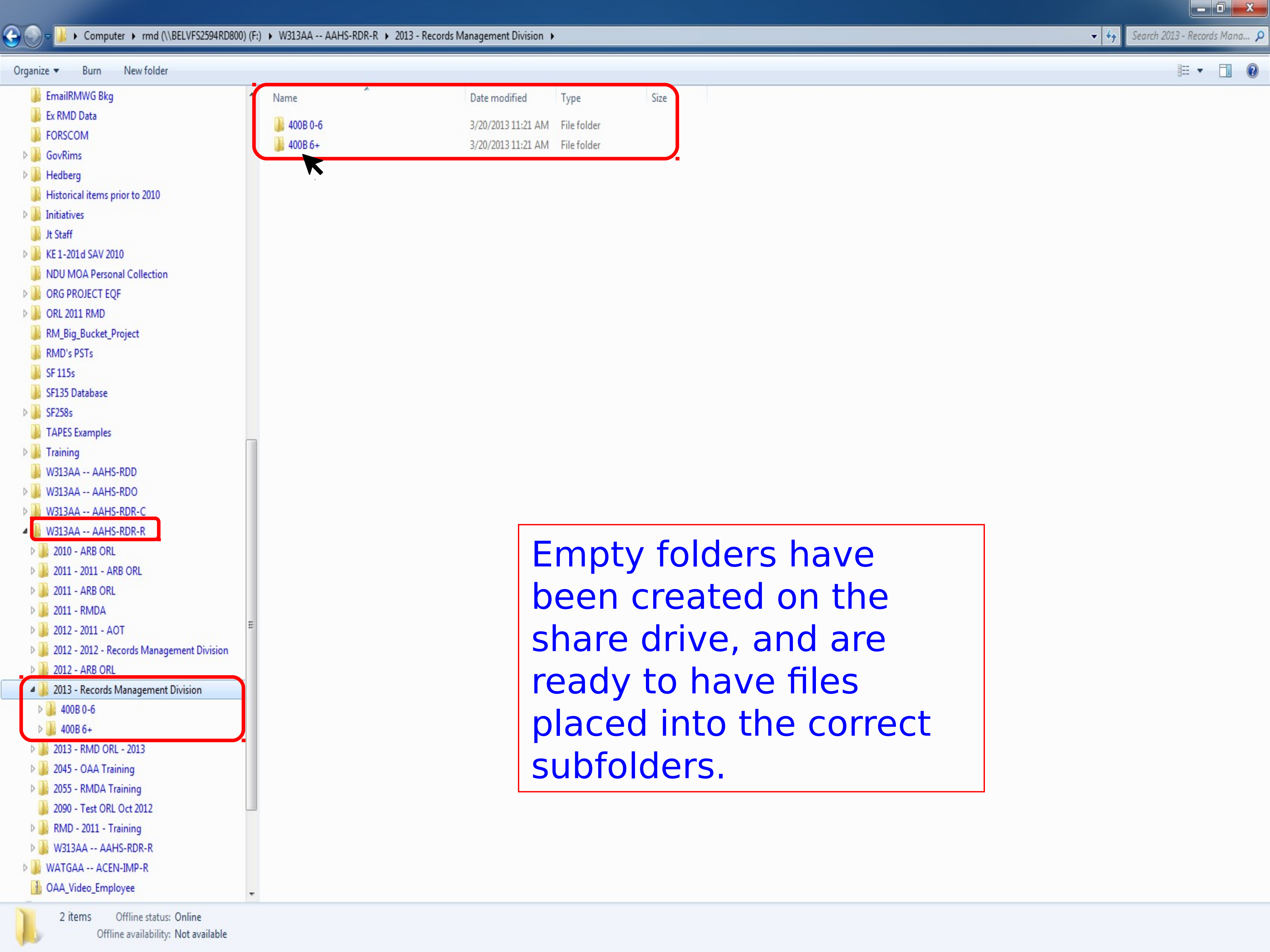
- 400B 6+
  - IS Attempted Intrusions - Classified
  - IS Suspected Intrusions - Classified
  - Successful Intrusions - Classified
  - Un-successful Intrusions - Classified
- 400B 0-6
  - IS Attempted Intrusions - Unclassified
  - IS Suspected Intrusions - Unclassified
  - Successful Intrustions - Unclassified
  - Un-successful Intrusions - Unclassified

o the ARIMS
e BAT will be
een upgraded

Tool.

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)

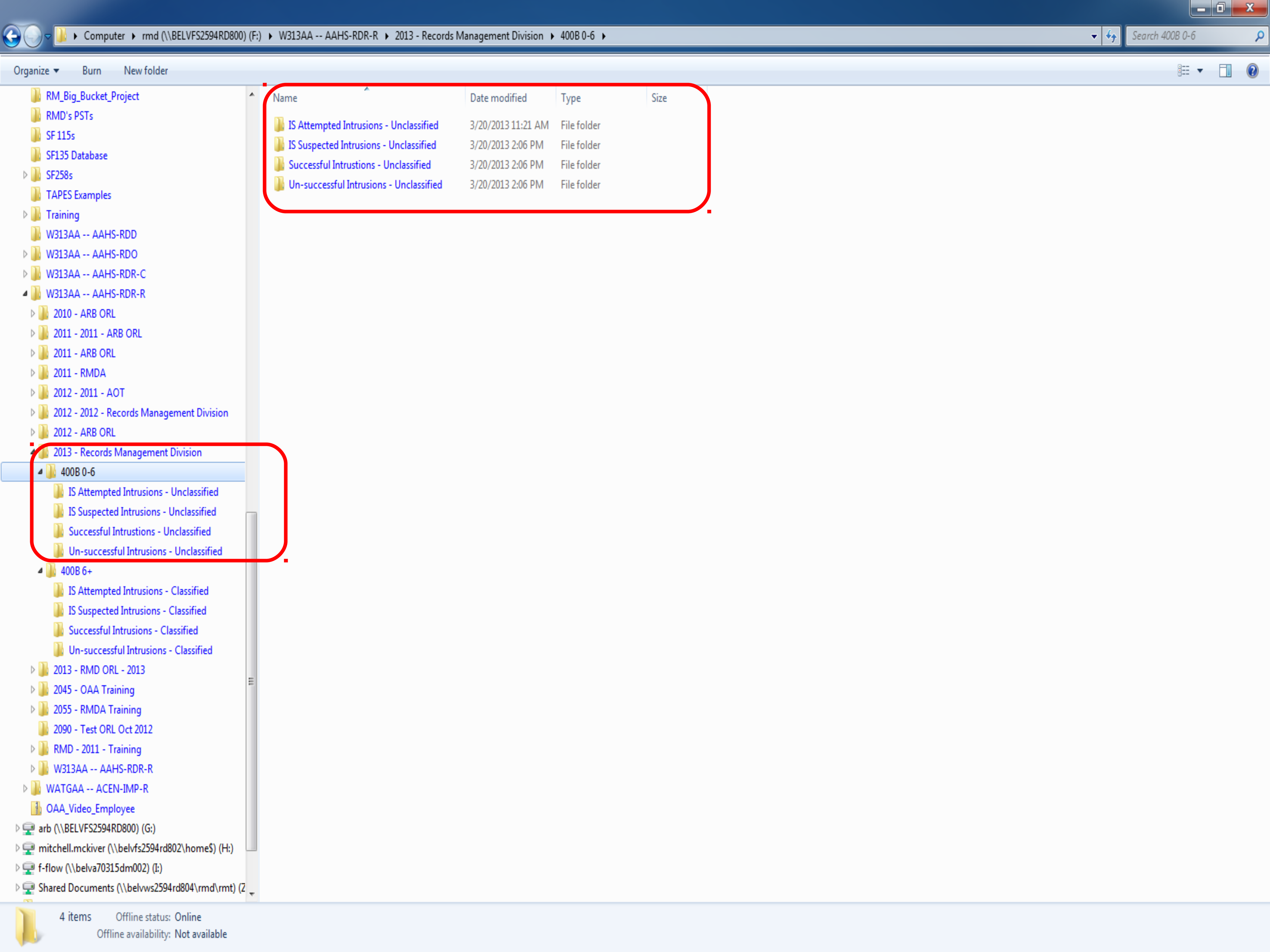

Computer ▸ rmd (\\BELVFS2594RD800) (F:) ▸ W313AA -- AAHS-RDR-R ▸ 2013 - Records Management Division ▸
Search 2013 - Records Mana...
Organize ▾
Burn
New folder

Name	Date modified	Type	Size
400B 0-6	3/20/2013 11:21 AM	File folder	
400B 6+	3/20/2013 11:21 AM	File folder	

- EmailRMWG Bkg
- Ex RMD Data
- FORSCOM
- GovRims
- Hedberg
- Historical items prior to 2010
- Initiatives
- Jt Staff
- KE 1-201d SAV 2010
- NDU MOA Personal Collection
- ORG PROJECT EQF
- ORL 2011 RMD
- RM_Big_Bucket_Project
- RMD's PSTs
- SF 115s
- SF135 Database
- SF258s
- TAPES Examples
- Training
- W313AA -- AAHS-RDD
- W313AA -- AAHS-RDO
- W313AA -- AAHS-RDR-C
- W313AA -- AAHS-RDR-R
  - 2010 - ARB ORL
  - 2011 - 2011 - ARB ORL
  - 2011 - ARB ORL
  - 2011 - RMDA
  - 2012 - 2011 - AOT
  - 2012 - 2012 - Records Management Division
  - 2012 - ARB ORL
  - 2013 - Records Management Division
    - 400B 0-6
    - 400B 6+
  - 2013 - RMD ORL - 2013
  - 2045 - OAA Training
  - 2055 - RMDA Training
  - 2090 - Test ORL Oct 2012
  - RMD - 2011 - Training
  - W313AA -- AAHS-RDR-R
- WATGAA -- ACEN-IMP-R
- OAA_Video_Employee

2 items Offline status: Online
Offline availability: Not available

Empty folders have been created on the share drive, and are ready to have files placed into the correct subfolders.

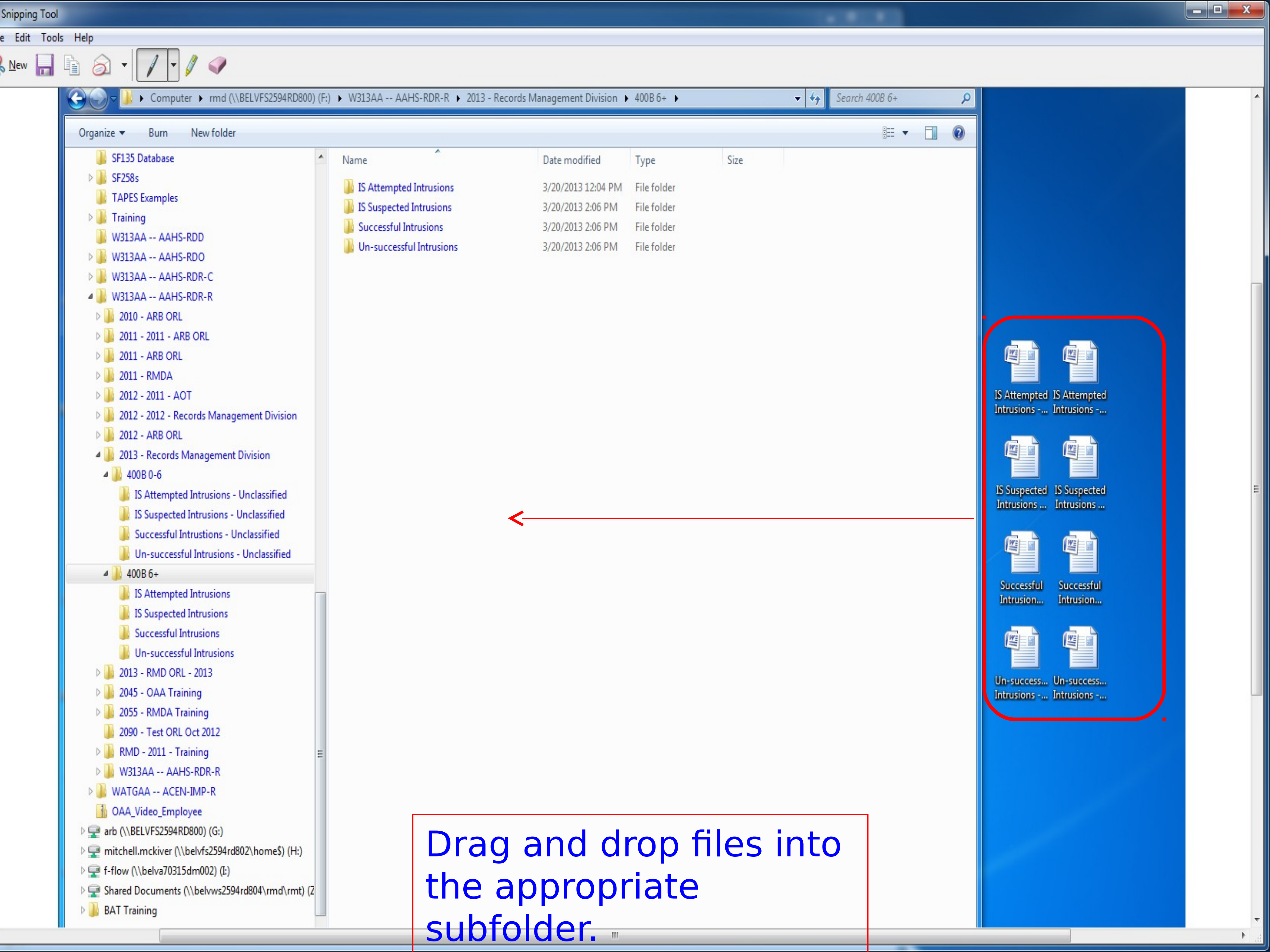


Computer ▸ rmd (\\BELVFS2594RD800) (F:) ▸ W313AA -- AAHS-RDR-R ▸ 2013 - Records Management Division ▸ 400B 0-6 ▸

Name	Date modified	Type	Size
IS Attempted Intrusions - Unclassified	3/20/2013 11:21 AM	File folder	
IS Suspected Intrusions - Unclassified	3/20/2013 2:06 PM	File folder	
Successful Intrustions - Unclassified	3/20/2013 2:06 PM	File folder	
Un-successful Intrusions - Unclassified	3/20/2013 2:06 PM	File folder	

- RM_Big_Bucket_Project
- RMD's PSTs
- SF 115s
- SF135 Database
- SF258s
- TAPES Examples
- Training
- W313AA -- AAHS-RDD
- W313AA -- AAHS-RDO
- W313AA -- AAHS-RDR-C
- W313AA -- AAHS-RDR-R
  - 2010 - ARB ORL
  - 2011 - 2011 - ARB ORL
  - 2011 - ARB ORL
  - 2011 - RMDA
  - 2012 - 2011 - AOT
  - 2012 - 2012 - Records Management Division
  - 2012 - ARB ORL
  - 2013 - Records Management Division
    - 400B 0-6
      - IS Attempted Intrusions - Unclassified
      - IS Suspected Intrusions - Unclassified
      - Successful Intrustions - Unclassified
      - Un-successful Intrusions - Unclassified
    - 400B 6+
      - IS Attempted Intrusions - Classified
      - IS Suspected Intrusions - Classified
      - Successful Intrusions - Classified
      - Un-successful Intrusions - Classified
  - 2013 - RMD ORL - 2013
  - 2045 - OAA Training
  - 2055 - RMDA Training
  - 2090 - Test ORL Oct 2012
  - RMD - 2011 - Training
  - W313AA -- AAHS-RDR-R
- WATGAA -- ACEN-IMP-R
- OAA_Video_Employee
- arb (\\BELVFS2594RD800) (G:)
- mitchell.mckiver (\\belvfs2594rd802\home$) (H:)
- f-flow (\\belva70315dm002) (I:)
- Shared Documents (\\belvws2594rd804\rmd\rmt) (Z

4 items Offline status: Online
Offline availability: Not available

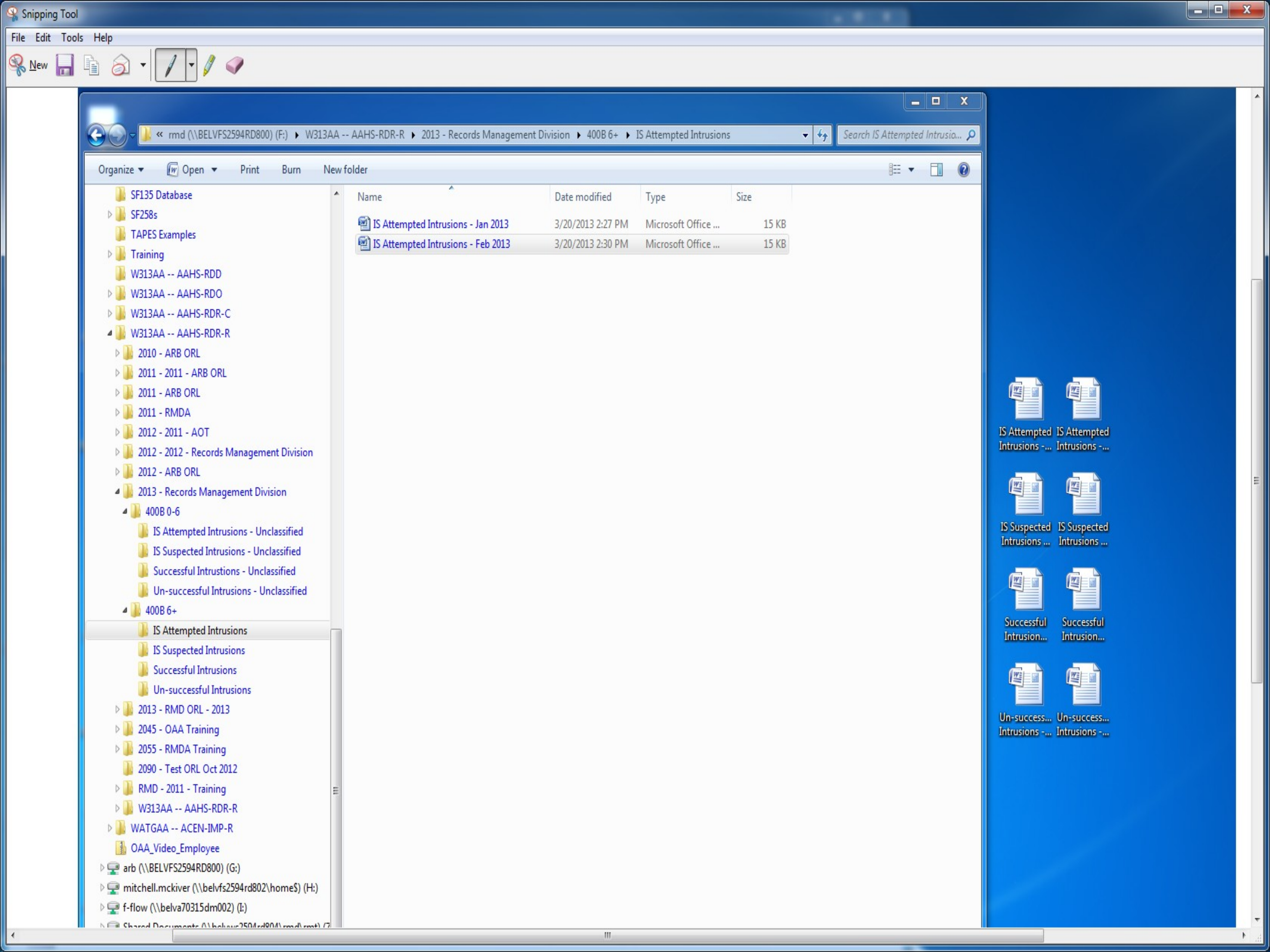

Snipping Tool
e Edit Tools Help
New
Computer ▸ rmd (\\BELVFS2594RD800) (F:) ▸ W313AA -- AAHS-RDR-R ▸ 2013 - Records Management Division ▸ 400B 6+ ▸
Search 400B 6+
Organize ▾ Burn New folder

- SF135 Database
- SF258s
- TAPES Examples
- Training
- W313AA -- AAHS-RDD
- W313AA -- AAHS-RDO
- W313AA -- AAHS-RDR-C
- W313AA -- AAHS-RDR-R
  - 2010 - ARB ORL
  - 2011 - 2011 - ARB ORL
  - 2011 - ARB ORL
  - 2011 - RMDA
  - 2012 - 2011 - AOT
  - 2012 - 2012 - Records Management Division
  - 2012 - ARB ORL
  - 2013 - Records Management Division
    - 400B 0-6
      - IS Attempted Intrusions - Unclassified
      - IS Suspected Intrusions - Unclassified
      - Successful Intrustions - Unclassified
      - Un-successful Intrusions - Unclassified
    - 400B 6+
      - IS Attempted Intrusions
      - IS Suspected Intrusions
      - Successful Intrusions
      - Un-successful Intrusions
  - 2013 - RMD ORL - 2013
  - 2045 - OAA Training
  - 2055 - RMDA Training
  - 2090 - Test ORL Oct 2012
  - RMD - 2011 - Training
  - W313AA -- AAHS-RDR-R
- WATGAA -- ACEN-IMP-R
- OAA_Video_Employee
- arb (\\BELVFS2594RD800) (G:)
- mitchell.mckiver (\\belvfs2594rd802\home$) (H:)
- f-flow (\\belva70315dm002) (I:)
- Shared Documents (\\belvws2594rd804\rmd\rmt) (Z
- BAT Training

Name	Date modified	Type	Size
IS Attempted Intrusions	3/20/2013 12:04 PM	File folder	
IS Suspected Intrusions	3/20/2013 2:06 PM	File folder	
Successful Intrusions	3/20/2013 2:06 PM	File folder	
Un-successful Intrusions	3/20/2013 2:06 PM	File folder	

IS Attempted Intrusions -...
IS Attempted Intrusions -...
IS Suspected Intrusions ...
IS Suspected Intrusions ...
Successful Intrusion...
Successful Intrusion...
Un-success... Intrusions -...
Un-success... Intrusions -...

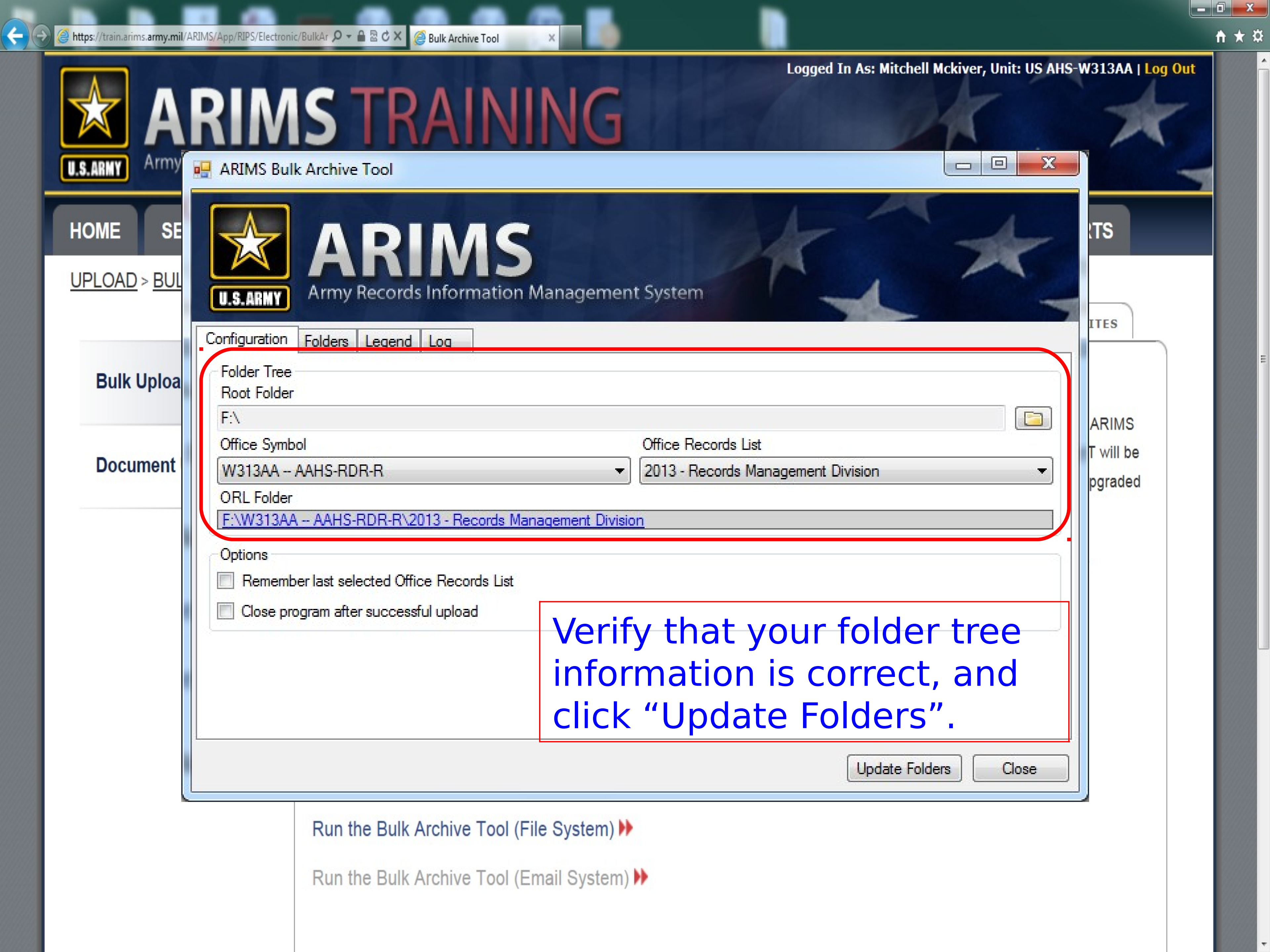
Drag and drop files into the appropriate subfolder.


Snipping Tool
File Edit Tools Help
New
« rmd (\\BELVFS2594RD800) (F:) ▸ W313AA -- AAHS-RDR-R ▸ 2013 - Records Management Division ▸ 400B 6+ ▸ IS Attempted Intrusions
Search IS Attempted Intrusio...
Organize ▾ Open ▾ Print Burn New folder

- SF135 Database
- SF258s
- TAPES Examples
- Training
- W313AA -- AAHS-RDD
- W313AA -- AAHS-RDO
- W313AA -- AAHS-RDR-C
- W313AA -- AAHS-RDR-R
  - 2010 - ARB ORL
  - 2011 - 2011 - ARB ORL
  - 2011 - ARB ORL
  - 2011 - RMDA
  - 2012 - 2011 - AOT
  - 2012 - 2012 - Records Management Division
  - 2012 - ARB ORL
  - 2013 - Records Management Division
    - 400B 0-6
      - IS Attempted Intrusions - Unclassified
      - IS Suspected Intrusions - Unclassified
      - Successful Intrustions - Unclassified
      - Un-successful Intrusions - Unclassified
    - 400B 6+
      - IS Attempted Intrusions
      - IS Suspected Intrusions
      - Successful Intrusions
      - Un-successful Intrusions
  - 2013 - RMD ORL - 2013
  - 2045 - OAA Training
  - 2055 - RMDA Training
  - 2090 - Test ORL Oct 2012
  - RMD - 2011 - Training
  - W313AA -- AAHS-RDR-R
- WATGAA -- ACEN-IMP-R
- OAA_Video_Employee
- arb (\\BELVFS2594RD800) (G:)
- mitchell.mckiver (\\belvfs2594rd802\home$) (H:)
- f-flow (\\belva70315dm002) (I:)

Name	Date modified	Type	Size
IS Attempted Intrusions - Jan 2013	3/20/2013 2:27 PM	Microsoft Office ...	15 KB
IS Attempted Intrusions - Feb 2013	3/20/2013 2:30 PM	Microsoft Office ...	15 KB

IS Attempted Intrusions -...
IS Attempted Intrusions -...
IS Suspected Intrusions ...
IS Suspected Intrusions ...
Successful Intrusion...
Successful Intrusion...
Un-success... Intrusions -...
Un-success... Intrusions -...


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
ARIMS TRAINING
U.S.ARMY
HOME
UPLOAD > BUL
Bulk Uploa
Document
ITES
ARIMS
T will be
pgraded
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Update Folders
Close
Run the Bulk Archive Tool (File System)
Run the Bulk Archive Tool (Email System)

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

Folder Tree

Root Folder: F:\

Office Symbol: W313AA -- AAHS-RDR-R

Office Records List: 2013 - Records Management Division

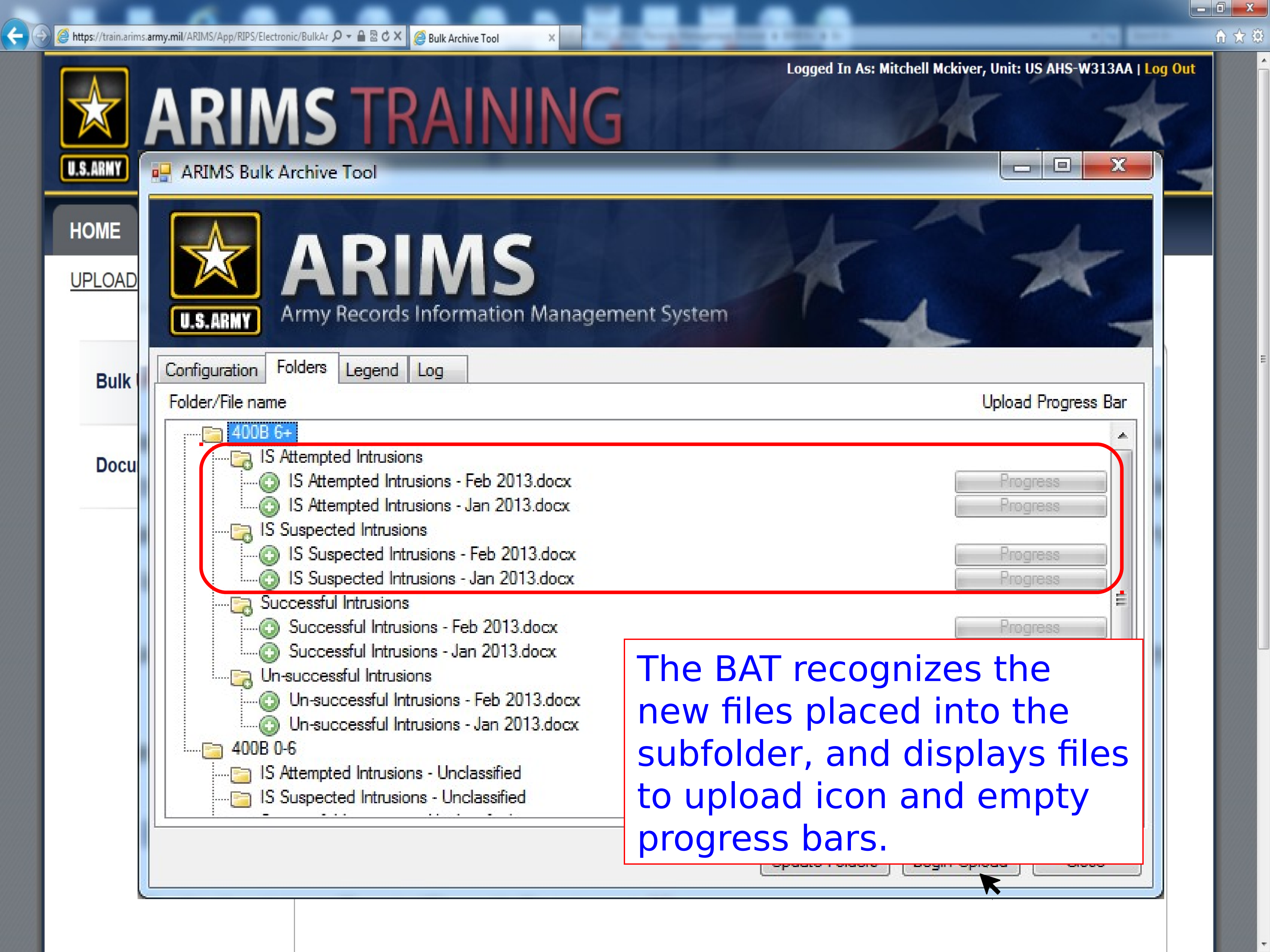
ORL Folder: F:\W313AA -- AAHS-RDR-R\2013 - Records Management Division

Options

☐ Remember last selected Office Records List

☐ Close program after successful upload

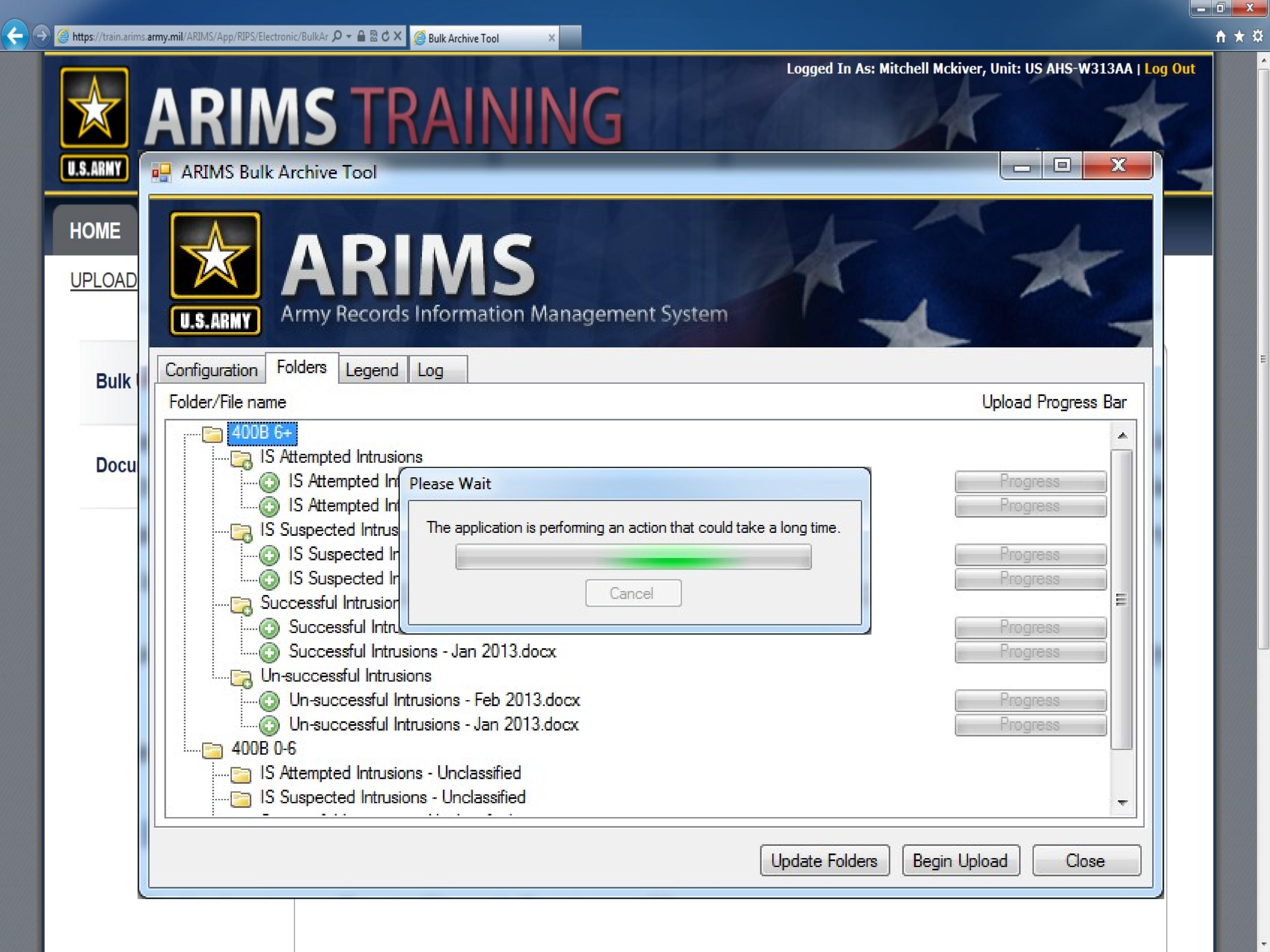
Verify that your folder tree information is correct, and click “Update Folders”.


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
ARIMS TRAINING
U.S. ARMY
HOME
UPLOAD
Bulk
Docu
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Folder/File name
Upload Progress Bar
Progress

400B 6+
- IS Attempted Intrusions
  - IS Attempted Intrusions - Feb 2013.docx
  - IS Attempted Intrusions - Jan 2013.docx
- IS Suspected Intrusions
  - IS Suspected Intrusions - Feb 2013.docx
  - IS Suspected Intrusions - Jan 2013.docx
- Successful Intrusions
  - Successful Intrusions - Feb 2013.docx
  - Successful Intrusions - Jan 2013.docx
- Un-successful Intrusions
  - Un-successful Intrusions - Feb 2013.docx
  - Un-successful Intrusions - Jan 2013.docx

400B 0-6
- IS Attempted Intrusions - Unclassified
- IS Suspected Intrusions - Unclassified

The BAT recognizes the new files placed into the subfolder, and displays files to upload icon and empty progress bars.

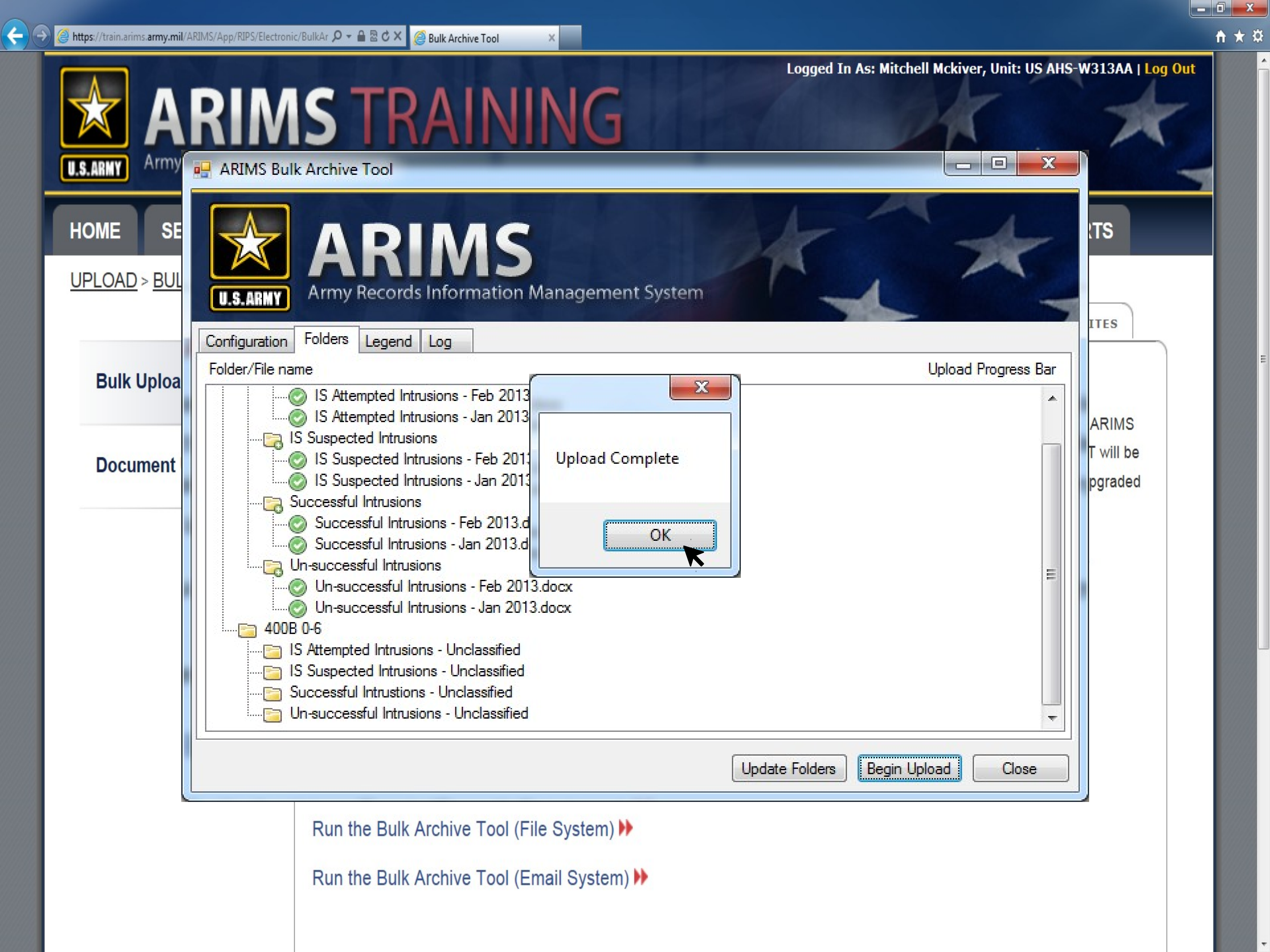

https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
ARIMS TRAINING
U.S. ARMY
HOME
UPLOAD
Bulk
Docu
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Folder/File name
Upload Progress Bar
Progress
Cancel
Update Folders
Begin Upload
Close

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

- 400B 6+
  - IS Attempted Intrusions
    - IS Attempted In
    - IS Attempted In
  - IS Suspected Intrus
    - IS Suspected In
    - IS Suspected In
  - Successful Intrusion
    - Successful Intru
    - Successful Intrusions - Jan 2013.docx
  - Un-successful Intrusions
    - Un-successful Intrusions - Feb 2013.docx
    - Un-successful Intrusions - Jan 2013.docx
- 400B 0-6
  - IS Attempted Intrusions - Unclassified
  - IS Suspected Intrusions - Unclassified

Please Wait

The application is performing an action that could take a long time.



https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

HOME SE

UPLOAD > BUL

Bulk Uploa

Document

ARIMS Bulk Archive Tool

ARIMS

Army Records Information Management System

Configuration | Folders | Legend | Log

Folder/File name | Upload Progress Bar

- IS Attempted Intrusions - Feb 2013
- IS Attempted Intrusions - Jan 2013
- IS Suspected Intrusions
  - IS Suspected Intrusions - Feb 201
  - IS Suspected Intrusions - Jan 201
- Successful Intrusions
  - Successful Intrusions - Feb 2013.d
  - Successful Intrusions - Jan 2013.d
- Un-successful Intrusions
  - Un-successful Intrusions - Feb 2013.docx
  - Un-successful Intrusions - Jan 2013.docx
- 400B 0-6
  - IS Attempted Intrusions - Unclassified
  - IS Suspected Intrusions - Unclassified
  - Successful Intrutions - Unclassified
  - Un-successful Intrusions - Unclassified

Upload Complete

OK

Update Folders | Begin Upload | Close

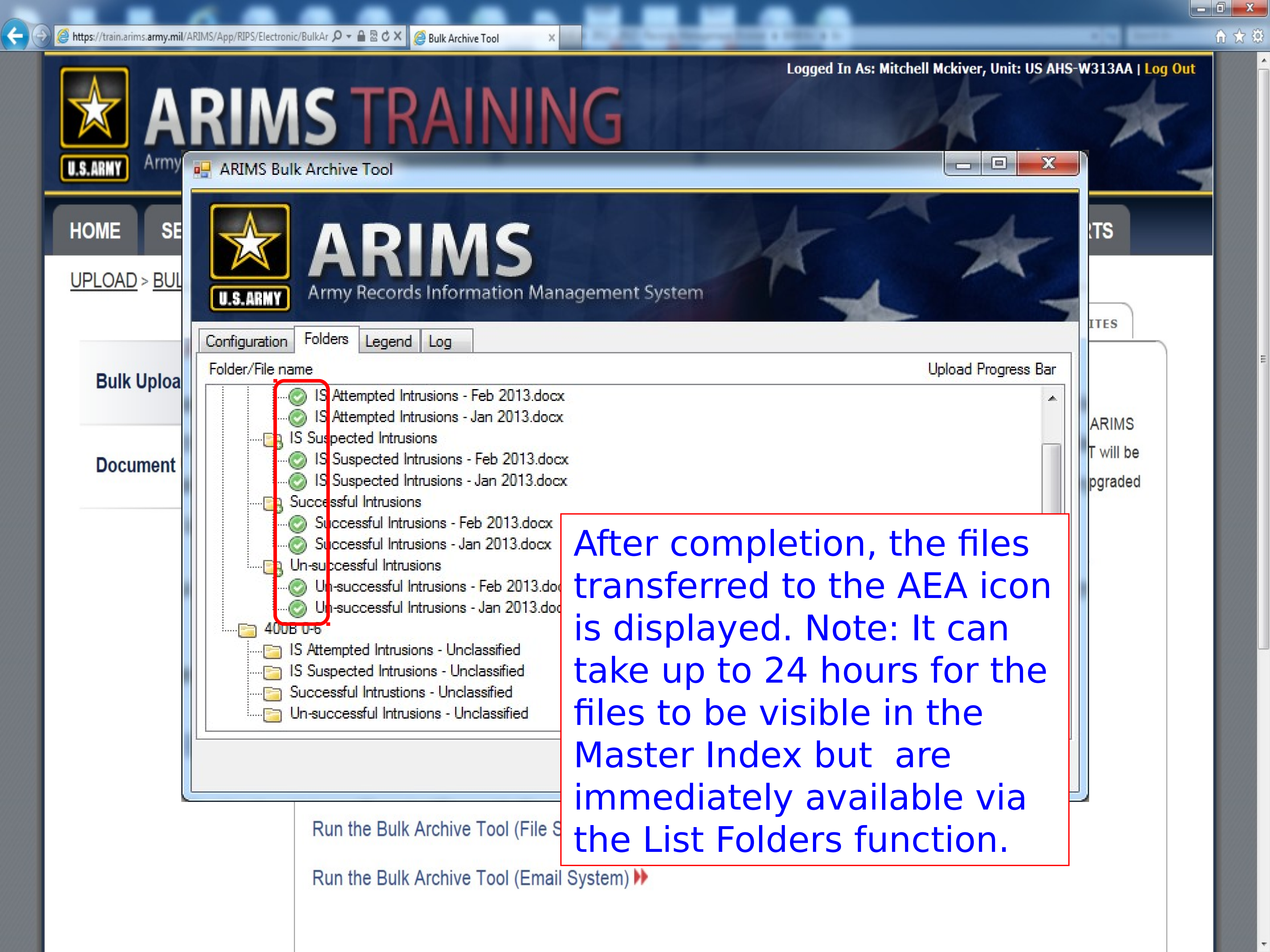
ARIMS

T will be

pgraded

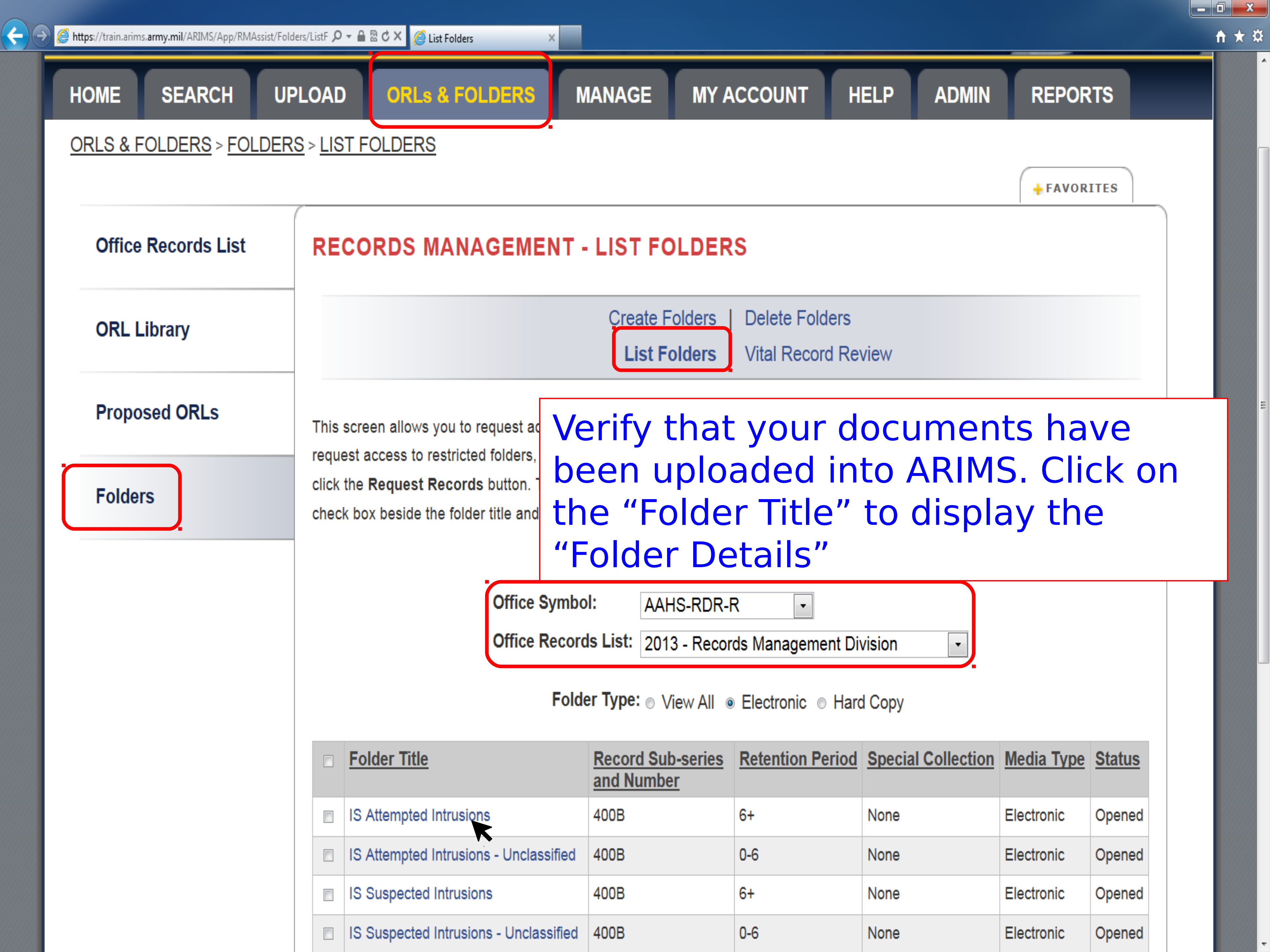
Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
ARIMS TRAINING
U.S.ARMY
HOME
UPLOAD > BUL
Bulk Uploa
Document
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Folder/File name
Upload Progress Bar
Run the Bulk Archive Tool (File S
Run the Bulk Archive Tool (Email System)

- IS Attempted Intrusions - Feb 2013.docx
- IS Attempted Intrusions - Jan 2013.docx
- IS Suspected Intrusions
  - IS Suspected Intrusions - Feb 2013.docx
  - IS Suspected Intrusions - Jan 2013.docx
- Successful Intrusions
  - Successful Intrusions - Feb 2013.docx
  - Successful Intrusions - Jan 2013.docx
- Un-successful Intrusions
  - Un-successful Intrusions - Feb 2013.doc
  - Un-successful Intrusions - Jan 2013.doc
- 400B 0-6
  - IS Attempted Intrusions - Unclassified
  - IS Suspected Intrusions - Unclassified
  - Successful Intrustions - Unclassified
  - Un-successful Intrusions - Unclassified

After completion, the files transferred to the AEA icon is displayed. Note: It can take up to 24 hours for the files to be visible in the Master Index but are immediately available via the List Folders function.


https://train.arims.army.mil/ARIMS/App/RMAssist/Folders/ListF
List Folders
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
ORLS & FOLDERS > FOLDERS > LIST FOLDERS
FAVORITES
Office Records List
ORL Library
Proposed ORLs
Folders
Create Folders
Delete Folders
List Folders
Vital Record Review

RECORDS MANAGEMENT - LIST FOLDERS

This screen allows you to request ac
request access to restricted folders,
click the **Request Records** button. T
check box beside the folder title and

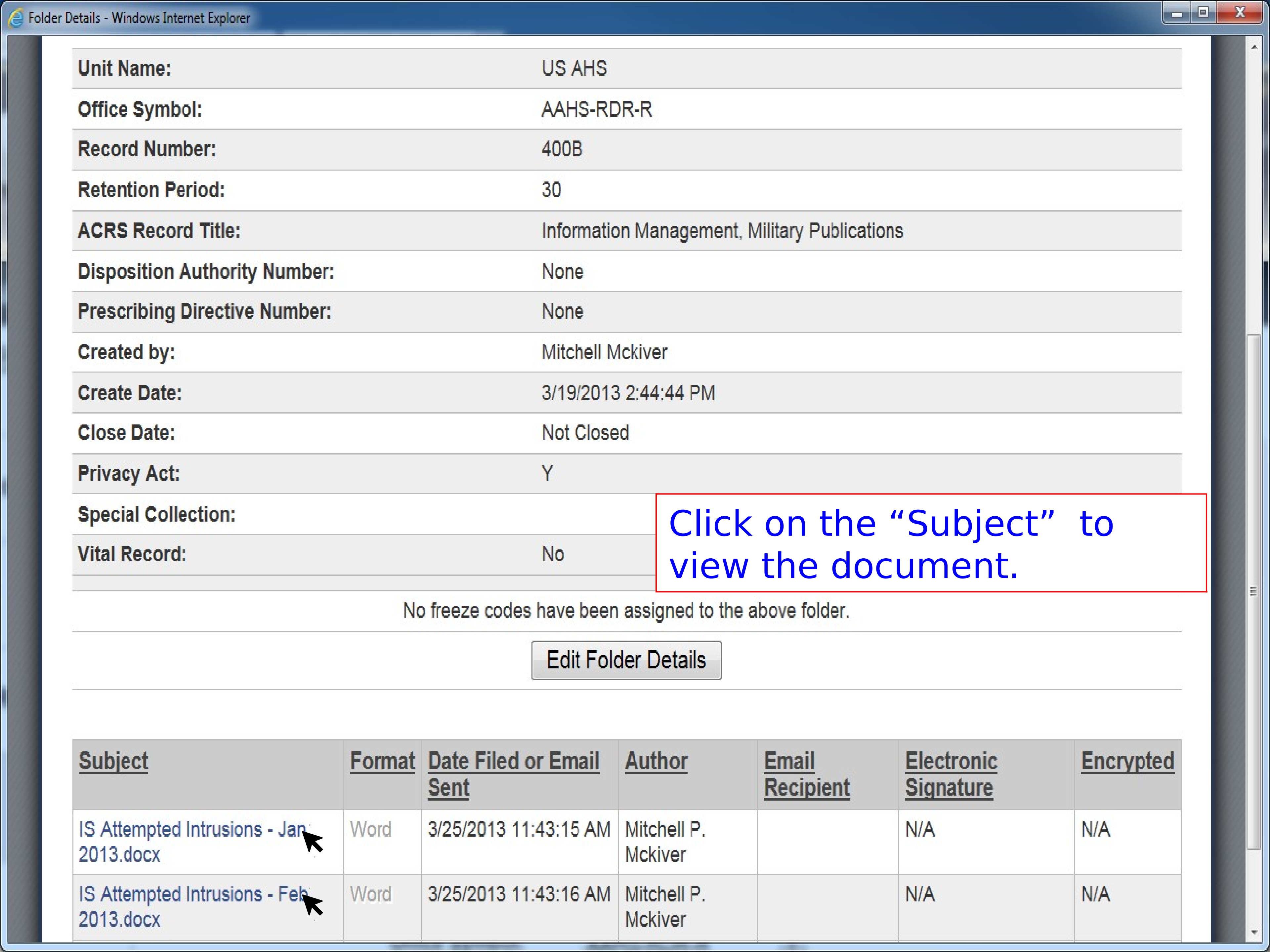
Verify that your documents have been uploaded into ARIMS. Click on the "Folder Title" to display the "Folder Details"

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

Folder Type: ○ View All ● Electronic ○ Hard Copy

☐	Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
☐	IS Attempted Intrusions	400B	6+	None	Electronic	Opened
☐	IS Attempted Intrusions - Unclassified	400B	0-6	None	Electronic	Opened
☐	IS Suspected Intrusions	400B	6+	None	Electronic	Opened
☐	IS Suspected Intrusions - Unclassified	400B	0-6	None	Electronic	Opened



Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	30
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	3/19/2013 2:44:44 PM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

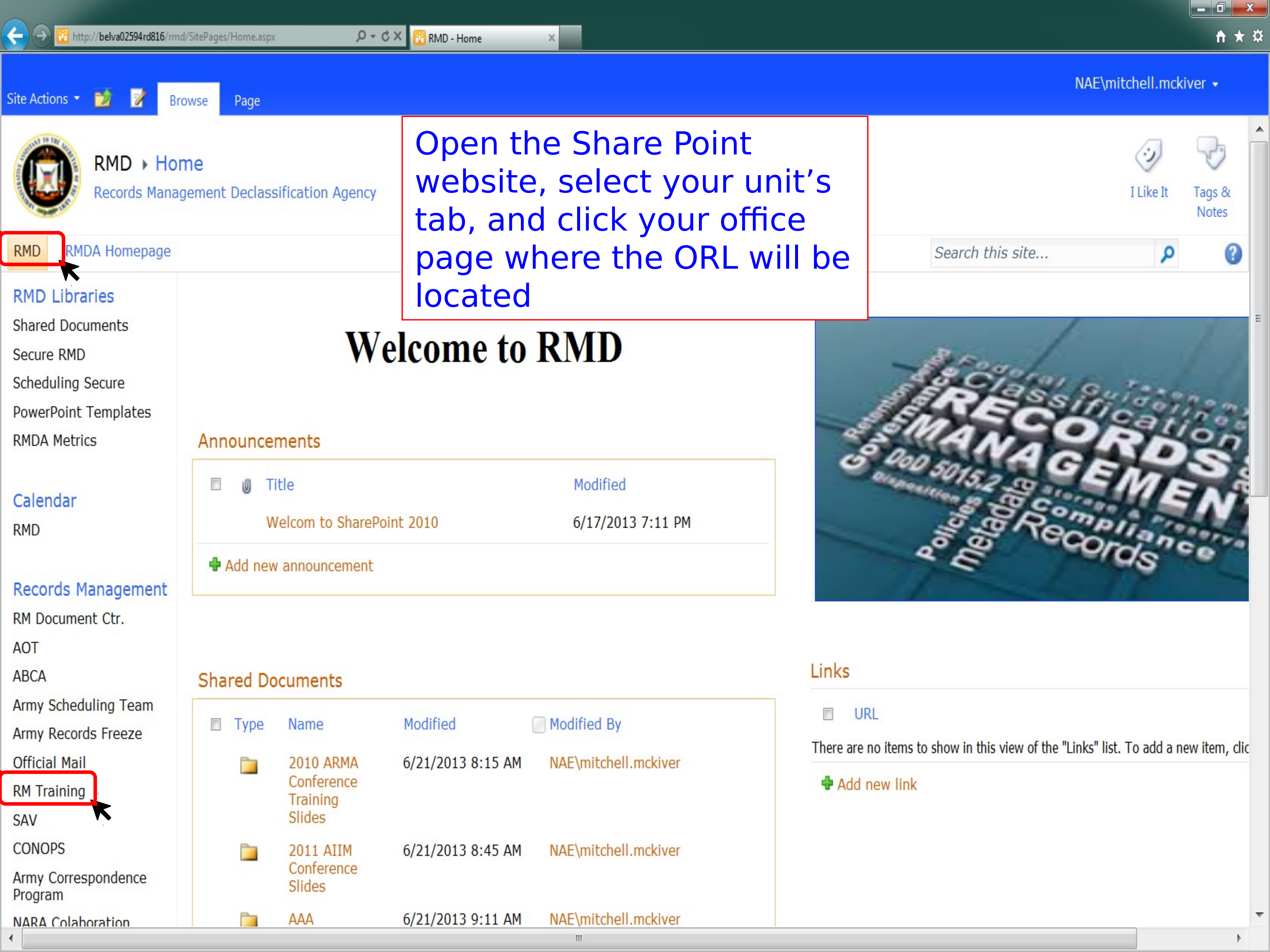
Subject	Format	Date Filed or Email Sent	Author	Email Recipient	Electronic Signature	Encrypted
IS Attempted Intrusions - Jan 2013.docx	Word	3/25/2013 11:43:15 AM	Mitchell P. Mckiver		N/A	N/A
IS Attempted Intrusions - Feb 2013.docx	Word	3/25/2013 11:43:16 AM	Mitchell P. Mckiver		N/A	N/A

Click on the “Subject” to view the document.

QUESTIONS

Running the BAT for SharePoint

Open the Share Point website, select your unit’s tab, and click your office page where the ORL will be located



http://belva02594rd816/rmd/SitePages/Home.aspx
RMD - Home
Site Actions
Browse
Page
NAE\mitchell.mckiver
I Like It
Tags & Notes
Search this site...

RMD ▸ Home

Records Management Declassification Agency

RMD RMDA Homepage

RMD Libraries

- Shared Documents
- Secure RMD
- Scheduling Secure
- PowerPoint Templates
- RMDA Metrics

Calendar

- RMD

Records Management

- RM Document Ctr.
- AOT
- ABCA
- Army Scheduling Team
- Army Records Freeze
- Official Mail
- RM Training
- SAV
- CONOPS
- Army Correspondence Program
- NARA Colaboration

Welcome to RMD

Announcements

☐	Title	Modified
	Welcom to SharePoint 2010	6/17/2013 7:11 PM

Add new announcement

Shared Documents

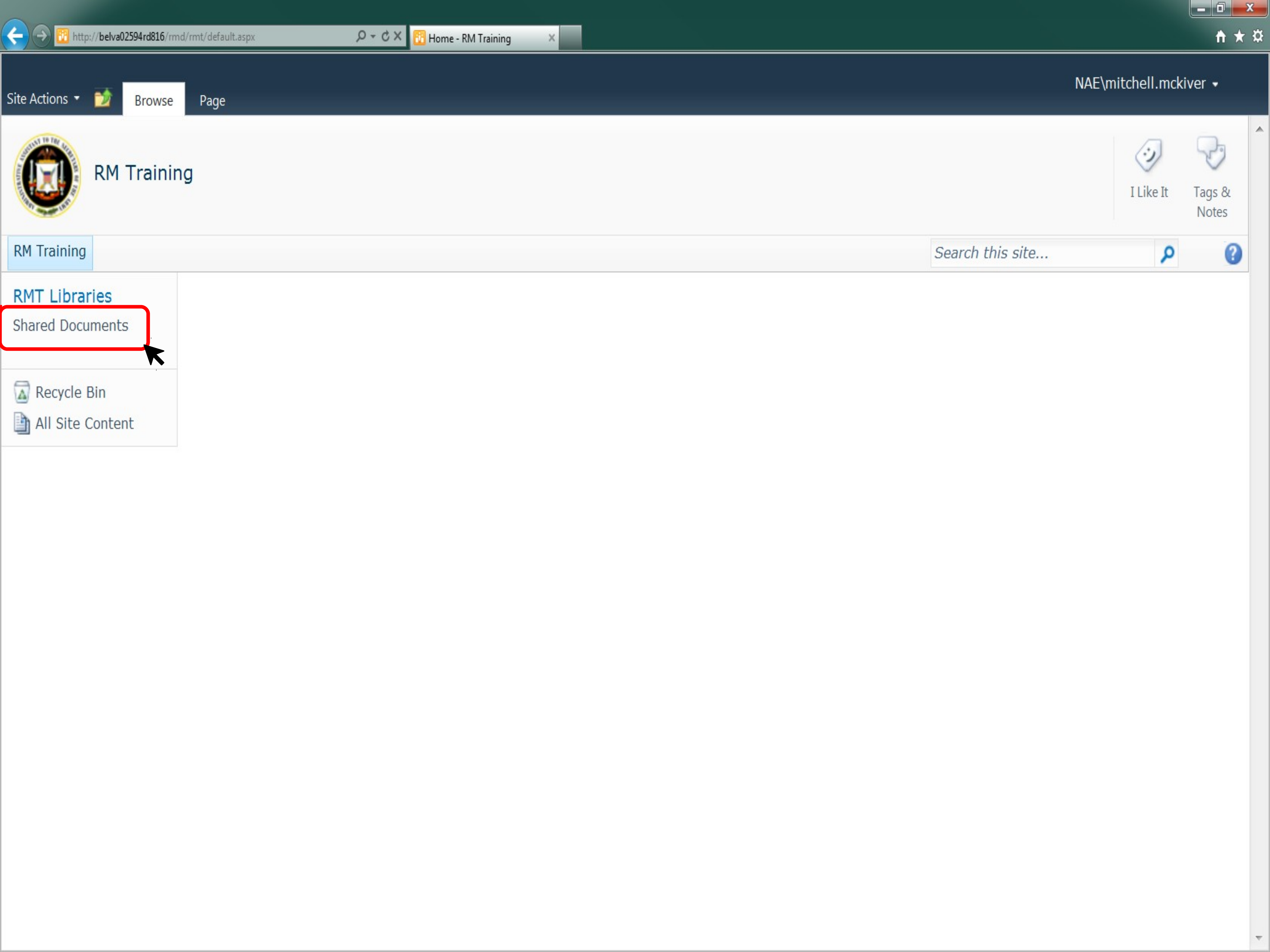
☐ Type	Name	Modified	☐ Modified By
	2010 ARMA Conference Training Slides	6/21/2013 8:15 AM	NAE\mitchell.mckiver
	2011 AIIM Conference Slides	6/21/2013 8:45 AM	NAE\mitchell.mckiver
	AAA	6/21/2013 9:11 AM	NAE\mitchell.mckiver

Links

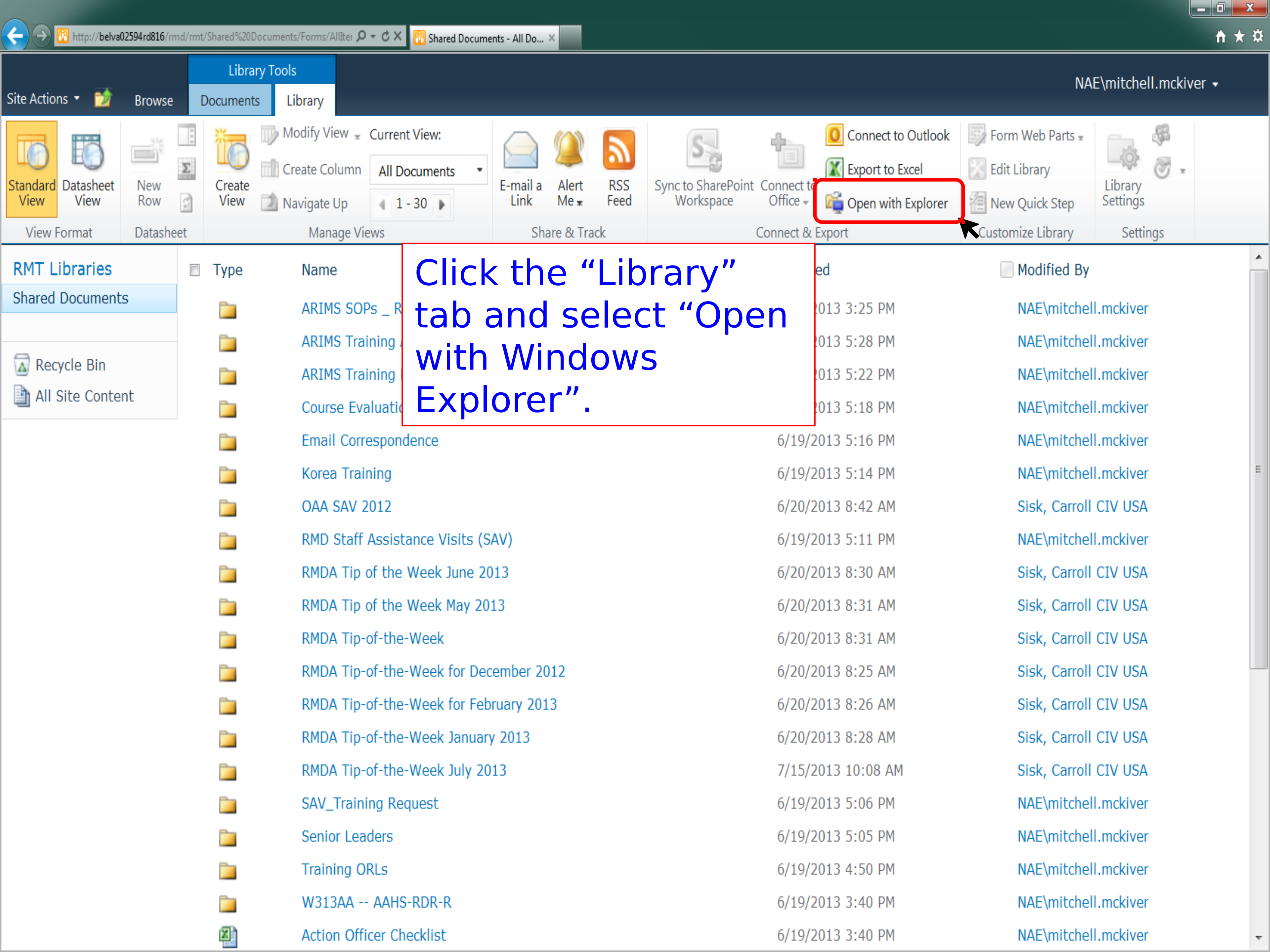
☐ URL

There are no items to show in this view of the "Links" list. To add a new item, clic

Add new link

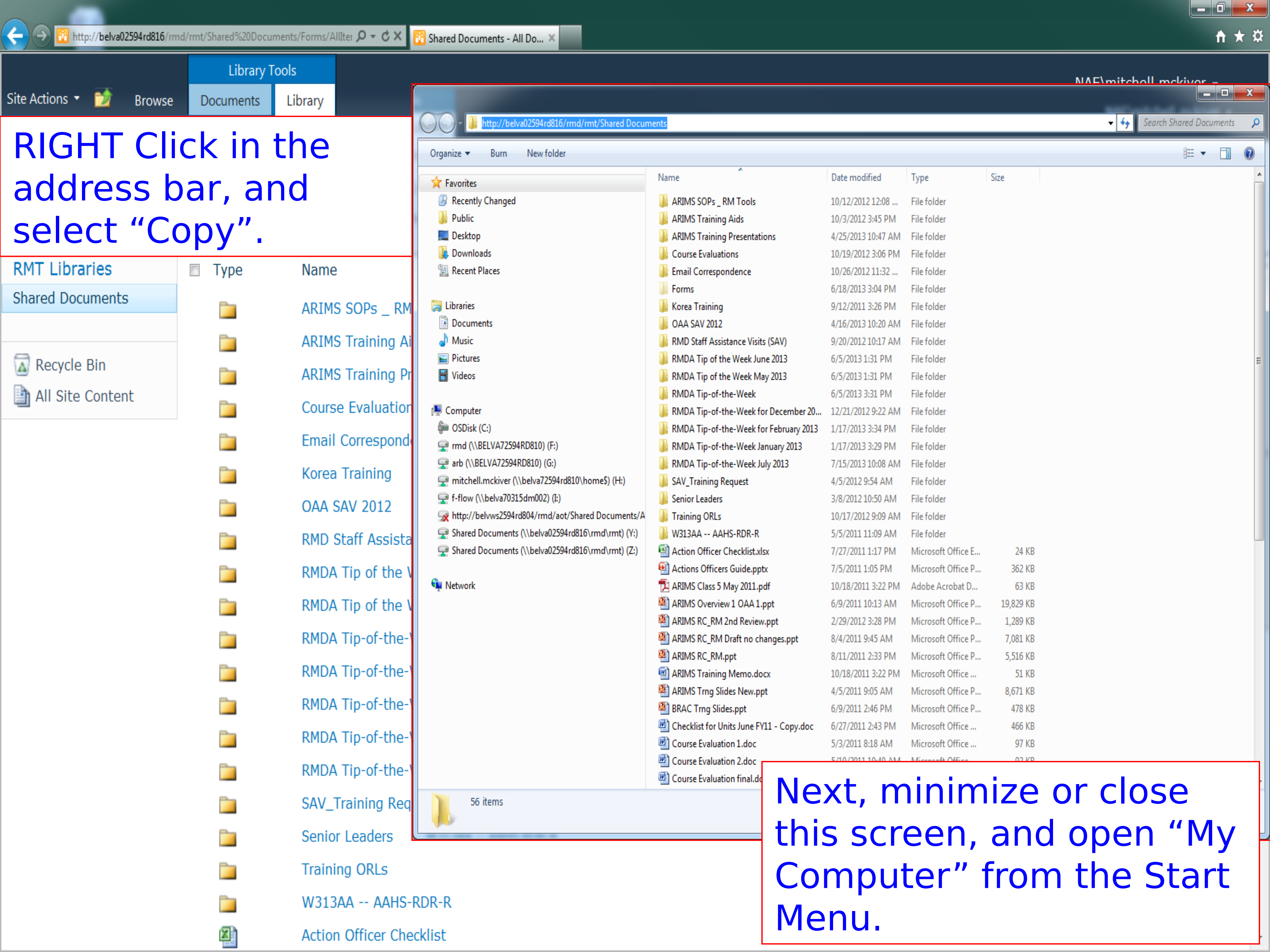

http://belva02594rd816/rmd/rmt/default.aspx

Home - RM Training
Site Actions
Browse
Page
NAE\mitchell.mckiver
RM Training
I Like It
Tags & Notes
RM Training
Search this site...
RMT Libraries
Shared Documents
Recycle Bin
All Site Content


http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllIter
Shared Documents - All Do...
Library Tools
Site Actions
Browse
Documents
Library
NAE\mitchell.mckiver
Standard View
Datasheet View
New Row
Create View
Modify View
Create Column
Navigate Up
Current View:
All Documents
1 - 30
E-mail a Link
Alert Me
RSS Feed
Sync to SharePoint Workspace
Connect to Office
Connect to Outlook
Export to Excel
Open with Explorer
Form Web Parts
Edit Library
New Quick Step
Library Settings
View Format
Datasheet
Manage Views
Share & Track
Connect & Export
Customize Library
Settings
RMT Libraries
Shared Documents
Recycle Bin
All Site Content

Click the “Library” tab and select “Open with Windows Explorer”.

Type	Name	ed	Modified By
	ARIMS SOPs _ R	013 3:25 PM	NAE\mitchell.mckiver
	ARIMS Training	013 5:28 PM	NAE\mitchell.mckiver
	ARIMS Training	013 5:22 PM	NAE\mitchell.mckiver
	Course Evaluati	013 5:18 PM	NAE\mitchell.mckiver
	Email Correspondence	6/19/2013 5:16 PM	NAE\mitchell.mckiver
	Korea Training	6/19/2013 5:14 PM	NAE\mitchell.mckiver
	OAA SAV 2012	6/20/2013 8:42 AM	Sisk, Carroll CIV USA
	RMD Staff Assistance Visits (SAV)	6/19/2013 5:11 PM	NAE\mitchell.mckiver
	RMDA Tip of the Week June 2013	6/20/2013 8:30 AM	Sisk, Carroll CIV USA
	RMDA Tip of the Week May 2013	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week for December 2012	6/20/2013 8:25 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week for February 2013	6/20/2013 8:26 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week January 2013	6/20/2013 8:28 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week July 2013	7/15/2013 10:08 AM	Sisk, Carroll CIV USA
	SAV_Training Request	6/19/2013 5:06 PM	NAE\mitchell.mckiver
	Senior Leaders	6/19/2013 5:05 PM	NAE\mitchell.mckiver
	Training ORLs	6/19/2013 4:50 PM	NAE\mitchell.mckiver
	W313AA -- AAHS-RDR-R	6/19/2013 3:40 PM	NAE\mitchell.mckiver
	Action Officer Checklist	6/19/2013 3:40 PM	NAE\mitchell.mckiver

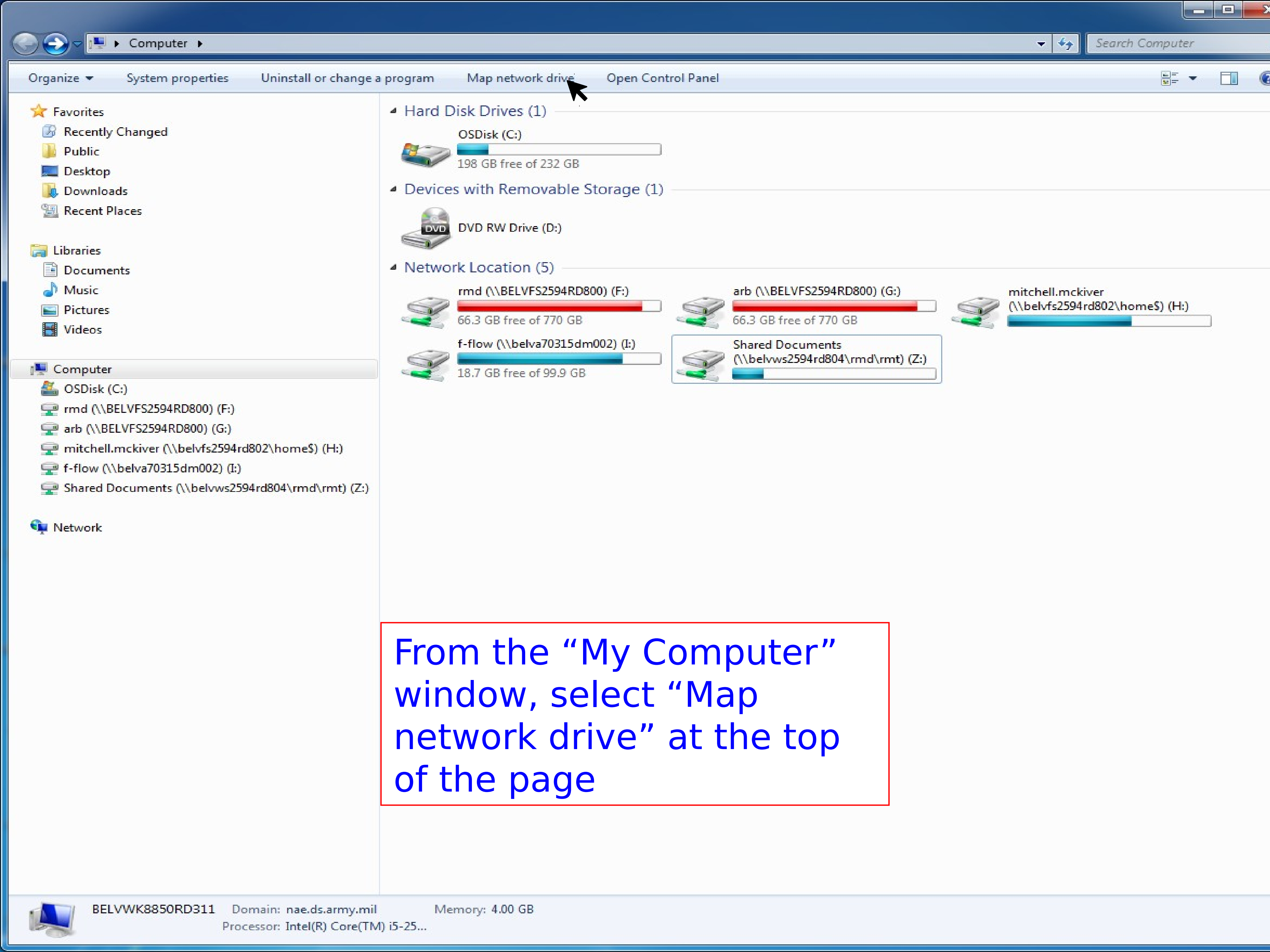

Site Actions
Browse
Library Tools
Documents
Library
RMT Libraries
Shared Documents
Recycle Bin
All Site Content
Type
Name
Organize
Burn
New folder
Search Shared Documents
Favorites
Recently Changed
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
OSDisk (C:)
rmd (\\BELVA72594RD810) (F:)
arb (\\BELVA72594RD810) (G:)
mitchell.mckiver (\\belva72594rd810\home$) (H:)
f-flow (\\belva70315dm002) (I:)
http://belvws2594rd804/rmd/aot/Shared Documents/A
Shared Documents (\\belva02594rd816\rmd\rmt) (Y:)
Shared Documents (\\belva02594rd816\rmd\rmt) (Z:)
Network
56 items

RIGHT Click in the address bar, and select “Copy”.

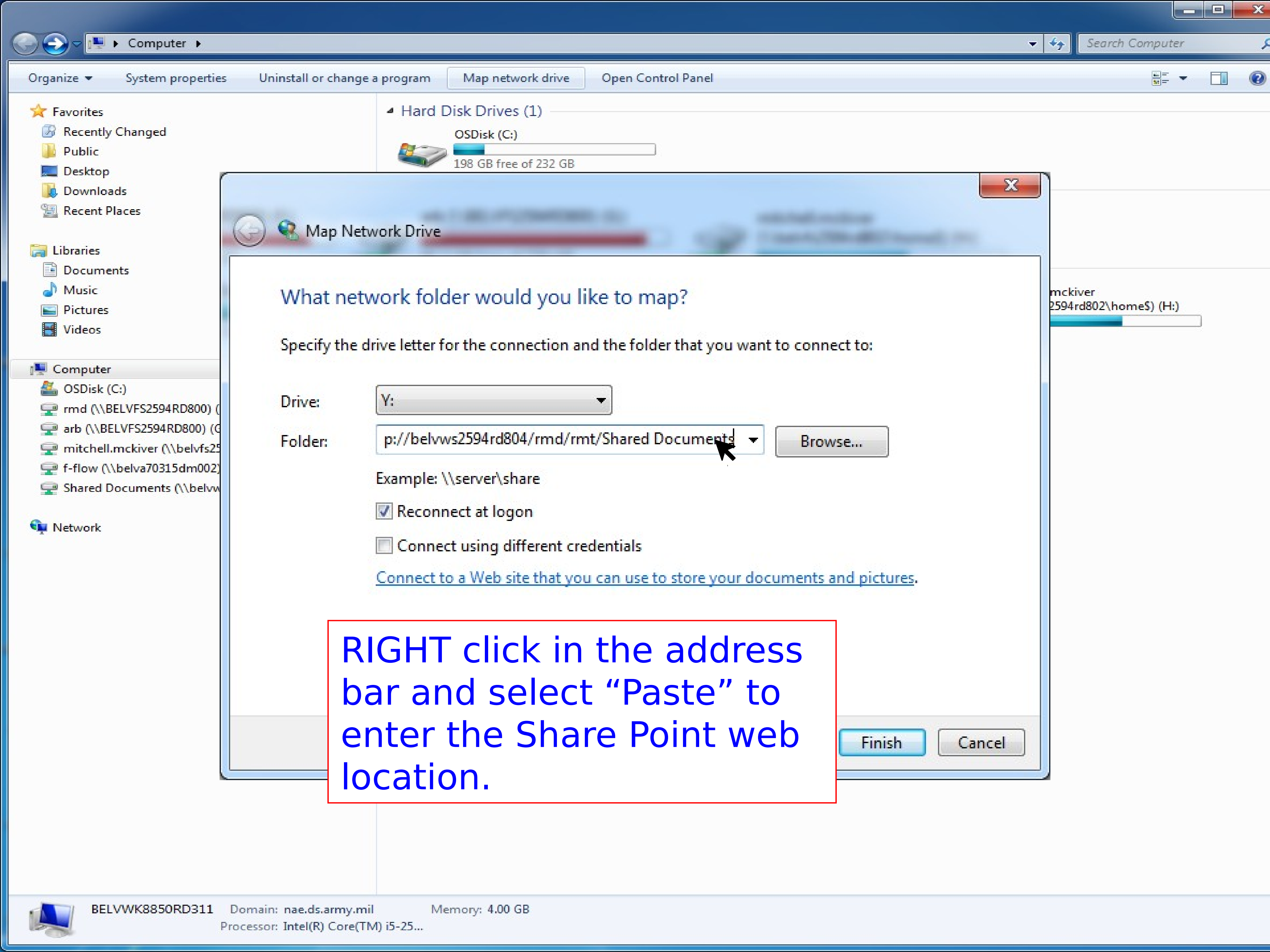
http://belva02594rd816/rmd/rmt/Shared Documents

Name	Date modified	Type	Size
ARIMS SOPs _ RM Tools	10/12/2012 12:08 ...	File folder	
ARIMS Training Aids	10/3/2012 3:45 PM	File folder	
ARIMS Training Presentations	4/25/2013 10:47 AM	File folder	
Course Evaluations	10/19/2012 3:06 PM	File folder	
Email Correspondence	10/26/2012 11:32 ...	File folder	
Forms	6/18/2013 3:04 PM	File folder	
Korea Training	9/12/2011 3:26 PM	File folder	
OAA SAV 2012	4/16/2013 10:20 AM	File folder	
RMD Staff Assistance Visits (SAV)	9/20/2012 10:17 AM	File folder	
RMDA Tip of the Week June 2013	6/5/2013 1:31 PM	File folder	
RMDA Tip of the Week May 2013	6/5/2013 1:31 PM	File folder	
RMDA Tip-of-the-Week	6/5/2013 3:31 PM	File folder	
RMDA Tip-of-the-Week for December 20...	12/21/2012 9:22 AM	File folder	
RMDA Tip-of-the-Week for February 2013	1/17/2013 3:34 PM	File folder	
RMDA Tip-of-the-Week January 2013	1/17/2013 3:29 PM	File folder	
RMDA Tip-of-the-Week July 2013	7/15/2013 10:08 AM	File folder	
SAV_Training Request	4/5/2012 9:54 AM	File folder	
Senior Leaders	3/8/2012 10:50 AM	File folder	
Training ORLs	10/17/2012 9:09 AM	File folder	
W313AA -- AAHS-RDR-R	5/5/2011 11:09 AM	File folder	
Action Officer Checklist.xlsx	7/27/2011 1:17 PM	Microsoft Office E...	24 KB
Actions Officers Guide.pptx	7/5/2011 1:05 PM	Microsoft Office P...	362 KB
ARIMS Class 5 May 2011.pdf	10/18/2011 3:22 PM	Adobe Acrobat D...	63 KB
ARIMS Overview 1 OAA 1.ppt	6/9/2011 10:13 AM	Microsoft Office P...	19,829 KB
ARIMS RC_RM 2nd Review.ppt	2/29/2012 3:28 PM	Microsoft Office P...	1,289 KB
ARIMS RC_RM Draft no changes.ppt	8/4/2011 9:45 AM	Microsoft Office P...	7,081 KB
ARIMS RC_RM.ppt	8/11/2011 2:33 PM	Microsoft Office P...	5,516 KB
ARIMS Training Memo.docx	10/18/2011 3:22 PM	Microsoft Office ...	51 KB
ARIMS Trng Slides New.ppt	4/5/2011 9:05 AM	Microsoft Office P...	8,671 KB
BRAC Trng Slides.ppt	6/9/2011 2:46 PM	Microsoft Office P...	478 KB
Checklist for Units June FY11 - Copy.doc	6/27/2011 2:43 PM	Microsoft Office ...	466 KB
Course Evaluation 1.doc	5/3/2011 8:18 AM	Microsoft Office ...	97 KB
Course Evaluation 2.doc			
Course Evaluation final.d			

Next, minimize or close this screen, and open “My Computer” from the Start Menu.


Computer
Search Computer
Organize
System properties
Uninstall or change a program
Map network drive
Open Control Panel
Favorites
Recently Changed
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
OSDisk (C:)
rmd (\\BELVFS2594RD800) (F:)
arb (\\BELVFS2594RD800) (G:)
mitchell.mckiver (\\belvfs2594rd802\home$) (H:)
f-flow (\\belva70315dm002) (I:)
Shared Documents (\\belvws2594rd804\rmd\rmt) (Z:)
Network
Hard Disk Drives (1)
OSDisk (C:)
198 GB free of 232 GB
Devices with Removable Storage (1)
DVD
DVD RW Drive (D:)
Network Location (5)
rmd (\\BELVFS2594RD800) (F:)
66.3 GB free of 770 GB
arb (\\BELVFS2594RD800) (G:)
66.3 GB free of 770 GB
mitchell.mckiver
(\\belvfs2594rd802\home$) (H:)
f-flow (\\belva70315dm002) (I:)
18.7 GB free of 99.9 GB
Shared Documents
(\\belvws2594rd804\rmd\rmt) (Z:)
BELVWK8850RD311
Domain: nae.ds.army.mil
Memory: 4.00 GB
Processor: Intel(R) Core(TM) i5-25...

From the "My Computer" window, select "Map network drive" at the top of the page


Computer
Search Computer
Organize
System properties
Uninstall or change a program
Map network drive
Open Control Panel
Favorites
Recently Changed
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
OSDisk (C:)
rmd (\\BELVFS2594RD800) (
arb (\\BELVFS2594RD800) (G
mitchell.mckiver (\\belvfs25
f-flow (\\belva70315dm002)
Shared Documents (\\belvw
Network
Hard Disk Drives (1)
OSDisk (C:)
198 GB free of 232 GB
mckiver
2594rd802\home$) (H:)
Map Network Drive
Browse...
Finish
Cancel
BELVWK8850RD311
Domain: nae.ds.army.mil
Memory: 4.00 GB
Processor: Intel(R) Core(TM) i5-25...

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Y:

Folder: p://belvws2594rd804/rmd/rmt/Shared Documents

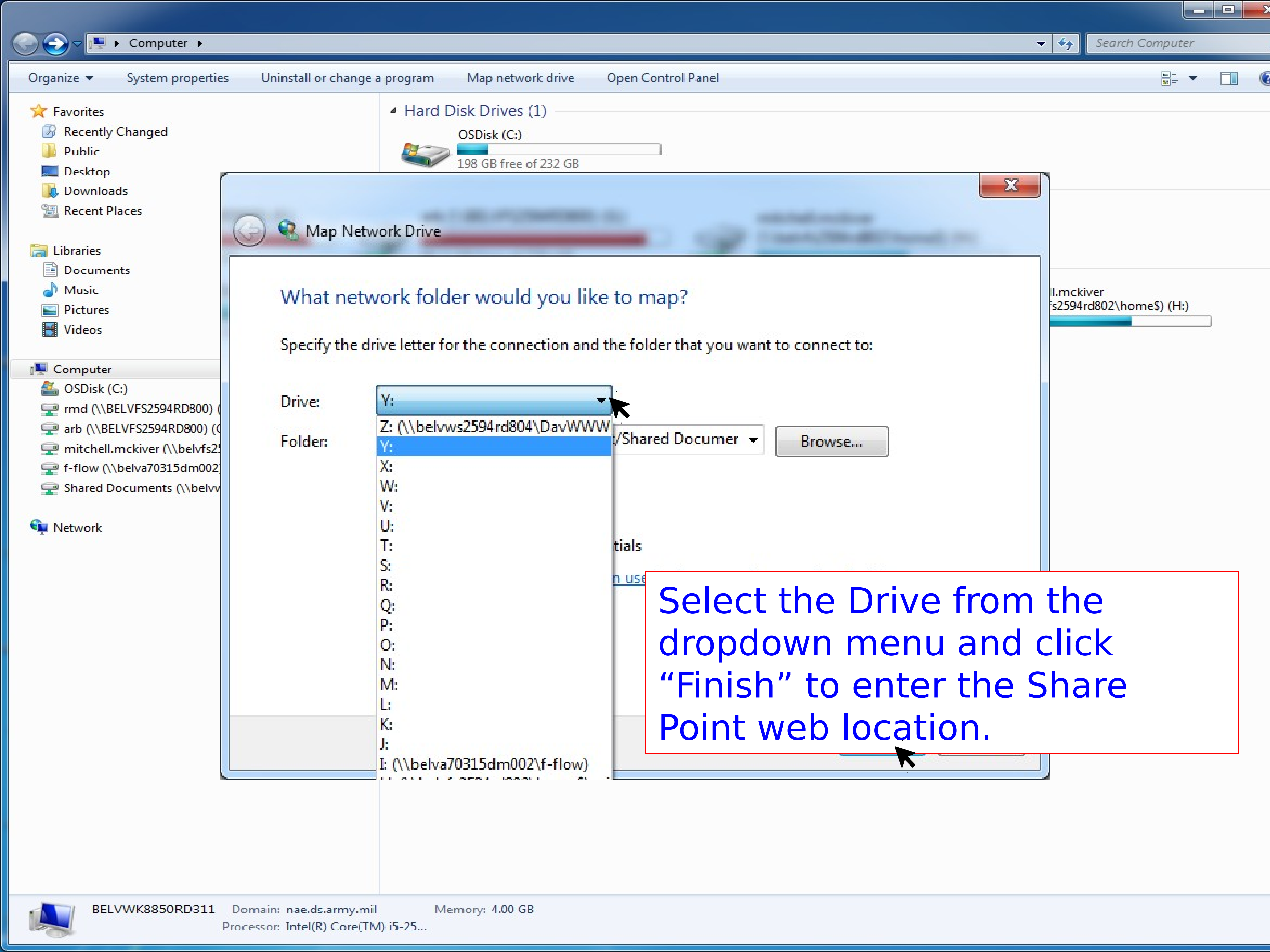
Example: \\server\share

☑ Reconnect at logon

☐ Connect using different credentials

Connect to a Web site that you can use to store your documents and pictures.

RIGHT click in the address bar and select “Paste” to enter the Share Point web location.


Computer
Search Computer
Organize
System properties
Uninstall or change a program
Map network drive
Open Control Panel
Favorites
Recently Changed
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
OSDisk (C:)
rmd (\\BELVFS2594RD800) (
arb (\\BELVFS2594RD800) (
mitchell.mckiver (\\belvfs25
f-flow (\\belva70315dm002
Shared Documents (\\belvw
Network
Hard Disk Drives (1)
OSDisk (C:)
198 GB free of 232 GB
l.mckiver
s2594rd802\home$) (H:)
Map Network Drive
Z: (\\belvws2594rd804\DavWWW
Y:
X:
W:
V:
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S:
R:
Q:
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N:
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L:
K:
J:
I: (\\belva70315dm002\f-flow)
Browse...
tials
n use

What network folder would you like to map?

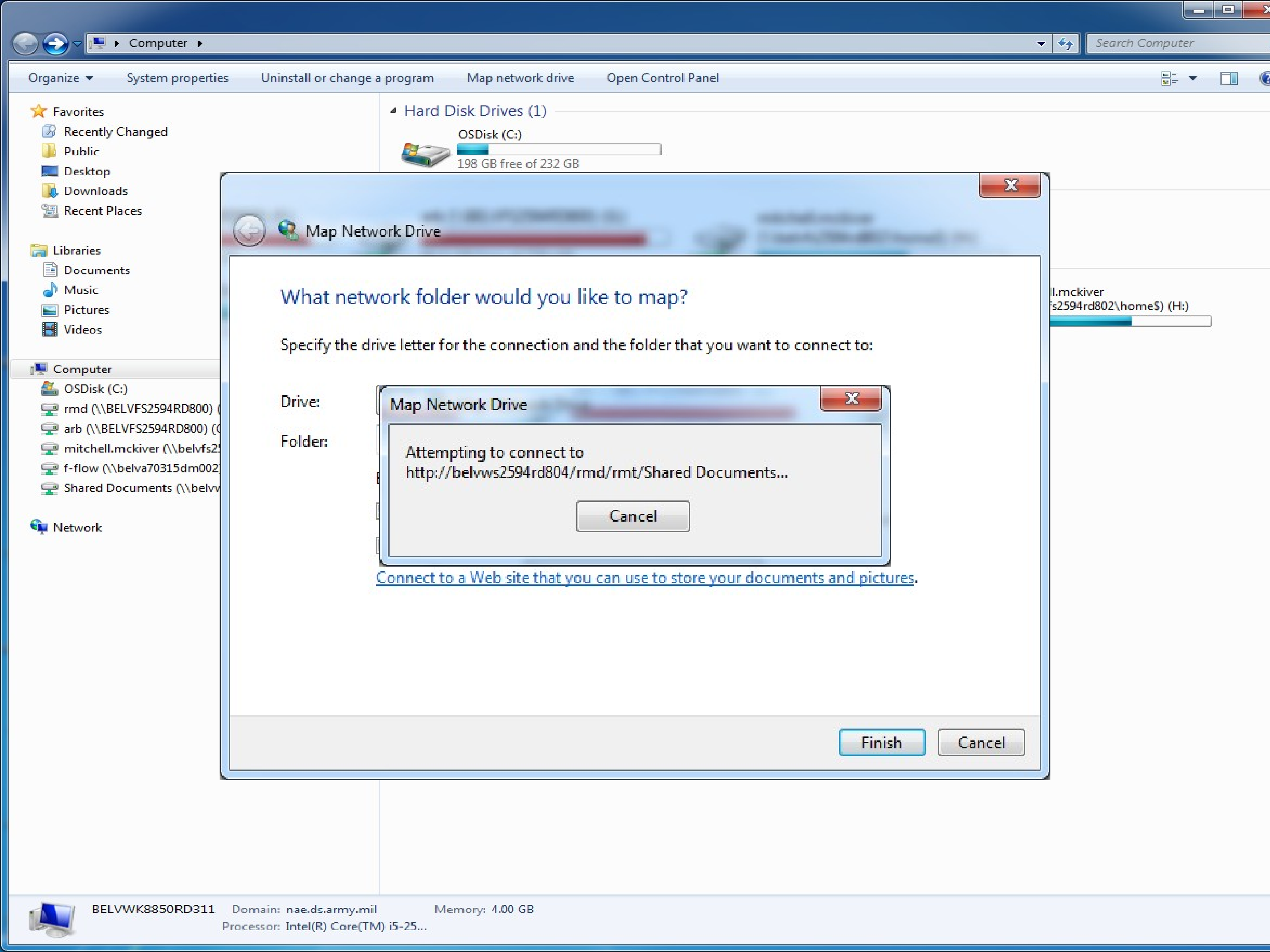
Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Y:

Folder: /Shared Documer

BELVWK8850RD311 Domain: nae.ds.army.mil Memory: 4.00 GB
Processor: Intel(R) Core(TM) i5-25...

Select the Drive from the dropdown menu and click “Finish” to enter the Share Point web location.


Computer
Search Computer
Organize
System properties
Uninstall or change a program
Map network drive
Open Control Panel
Favorites
Recently Changed
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
OSDisk (C:)
rmd (\\BELVFS2594RD800)
arb (\\BELVFS2594RD800)
mitchell.mckiver (\\belvfs25
f-flow (\\belva70315dm002
Shared Documents (\\belvw
Network
Hard Disk Drives (1)
OSDisk (C:)
198 GB free of 232 GB
l.mckiver
s2594rd802\home$) (H:)
Drive:
Folder:
Cancel
Finish
Cancel

Map Network Drive

What network folder would you like to map?

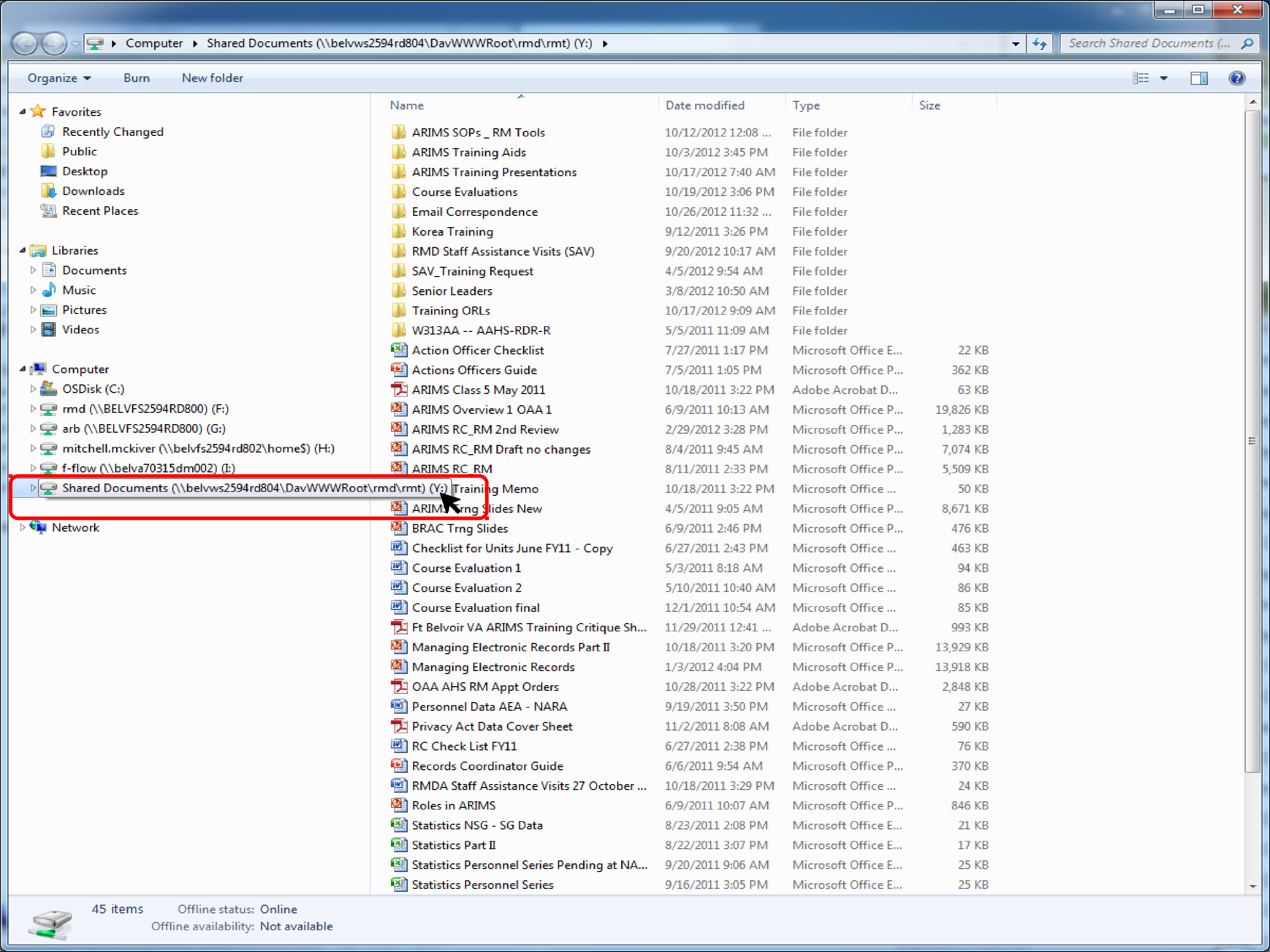
Specify the drive letter for the connection and the folder that you want to connect to:

Map Network Drive

Attempting to connect to http://belvws2594rd804/rmd/rmt/Shared Documents...

Connect to a Web site that you can use to store your documents and pictures.

BELVWK8850RD311 Domain: nae.ds.army.mil Memory: 4.00 GB
Processor: Intel(R) Core(TM) i5-25...

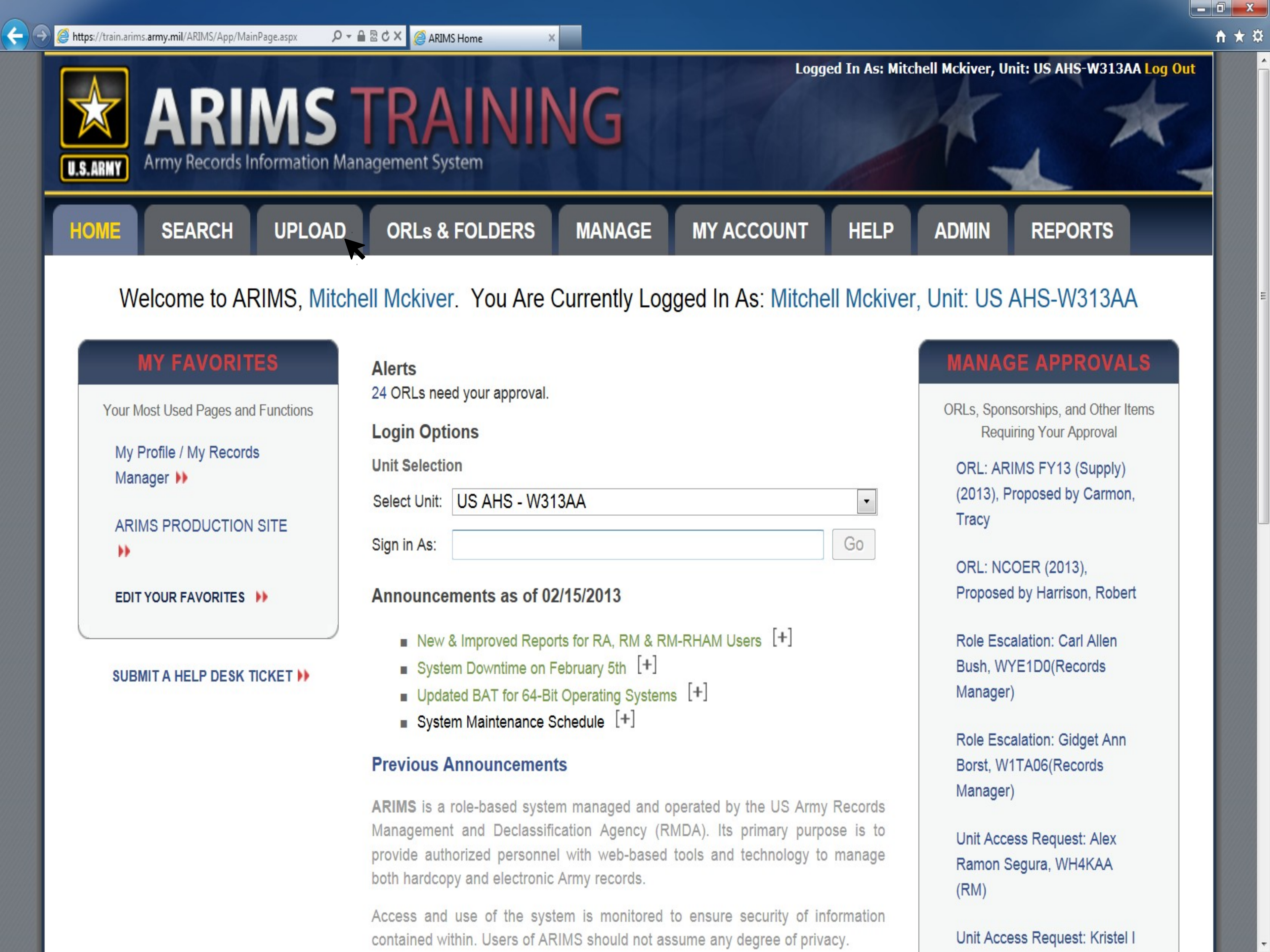

Computer ▸ Shared Documents (\\belvws2594rd804\DavWWWRoot\rmd\rmt) (Y:) ▸
Search Shared Documents (...
Organize
Burn
New folder
Favorites
Recently Changed
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
OSDisk (C:)
rmd (\\BELVFS2594RD800) (F:)
arb (\\BELVFS2594RD800) (G:)
mitchell.mckiver (\\belvfs2594rd802\home$) (H:)
f-flow (\\belva70315dm002) (I:)
Shared Documents (\\belvws2594rd804\DavWWWRoot\rmd\rmt) (Y:)
Network

Name	Date modified	Type	Size
ARIMS SOPs _ RM Tools	10/12/2012 12:08 ...	File folder	
ARIMS Training Aids	10/3/2012 3:45 PM	File folder	
ARIMS Training Presentations	10/17/2012 7:40 AM	File folder	
Course Evaluations	10/19/2012 3:06 PM	File folder	
Email Correspondence	10/26/2012 11:32 ...	File folder	
Korea Training	9/12/2011 3:26 PM	File folder	
RMD Staff Assistance Visits (SAV)	9/20/2012 10:17 AM	File folder	
SAV_Training Request	4/5/2012 9:54 AM	File folder	
Senior Leaders	3/8/2012 10:50 AM	File folder	
Training ORLs	10/17/2012 9:09 AM	File folder	
W313AA -- AAHS-RDR-R	5/5/2011 11:09 AM	File folder	
Action Officer Checklist	7/27/2011 1:17 PM	Microsoft Office E...	22 KB
Actions Officers Guide	7/5/2011 1:05 PM	Microsoft Office P...	362 KB
ARIMS Class 5 May 2011	10/18/2011 3:22 PM	Adobe Acrobat D...	63 KB
ARIMS Overview 1 OAA 1	6/9/2011 10:13 AM	Microsoft Office P...	19,826 KB
ARIMS RC_RM 2nd Review	2/29/2012 3:28 PM	Microsoft Office P...	1,283 KB
ARIMS RC_RM Draft no changes	8/4/2011 9:45 AM	Microsoft Office P...	7,074 KB
ARIMS RC_RM	8/11/2011 2:33 PM	Microsoft Office P...	5,509 KB
Traini g Memo	10/18/2011 3:22 PM	Microsoft Office ...	50 KB
ARIM rng lides New	4/5/2011 9:05 AM	Microsoft Office P...	8,671 KB
BRAC Trng Slides	6/9/2011 2:46 PM	Microsoft Office P...	476 KB
Checklist for Units June FY11 - Copy	6/27/2011 2:43 PM	Microsoft Office ...	463 KB
Course Evaluation 1	5/3/2011 8:18 AM	Microsoft Office ...	94 KB
Course Evaluation 2	5/10/2011 10:40 AM	Microsoft Office ...	86 KB
Course Evaluation final	12/1/2011 10:54 AM	Microsoft Office ...	85 KB
Ft Belvoir VA ARIMS Training Critique Sh...	11/29/2011 12:41 ...	Adobe Acrobat D...	993 KB
Managing Electronic Records Part II	10/18/2011 3:20 PM	Microsoft Office P...	13,929 KB
Managing Electronic Records	1/3/2012 4:04 PM	Microsoft Office P...	13,918 KB
OAA AHS RM Appt Orders	10/28/2011 3:22 PM	Adobe Acrobat D...	2,848 KB
Personnel Data AEA - NARA	9/19/2011 3:50 PM	Microsoft Office ...	27 KB
Privacy Act Data Cover Sheet	11/2/2011 8:08 AM	Adobe Acrobat D...	590 KB
RC Check List FY11	6/27/2011 2:38 PM	Microsoft Office ...	76 KB
Records Coordinator Guide	6/6/2011 9:54 AM	Microsoft Office P...	370 KB
RMDA Staff Assistance Visits 27 October ...	10/18/2011 3:29 PM	Microsoft Office ...	24 KB
Roles in ARIMS	6/9/2011 10:07 AM	Microsoft Office P...	846 KB
Statistics NSG - SG Data	8/23/2011 2:08 PM	Microsoft Office E...	21 KB
Statistics Part II	8/22/2011 3:07 PM	Microsoft Office E...	17 KB
Statistics Personnel Series Pending at NA...	9/20/2011 9:06 AM	Microsoft Office E...	25 KB
Statistics Personnel Series	9/16/2011 3:05 PM	Microsoft Office E...	25 KB

45 items

Offline status: Online

Offline availability: Not available



Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

ARIMS TRAINING

Army Records Information Management System

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ▸▸

ARIMS PRODUCTION SITE ▸▸

EDIT YOUR FAVORITES ▸▸

SUBMIT A HELP DESK TICKET ▸▸

Alerts

24 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

Sign in As:

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users [+]
- System Downtime on February 5th [+]
- Updated BAT for 64-Bit Operating Systems [+]
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: ARIMS FY13 (Supply) (2013), Proposed by Carmon, Tracy

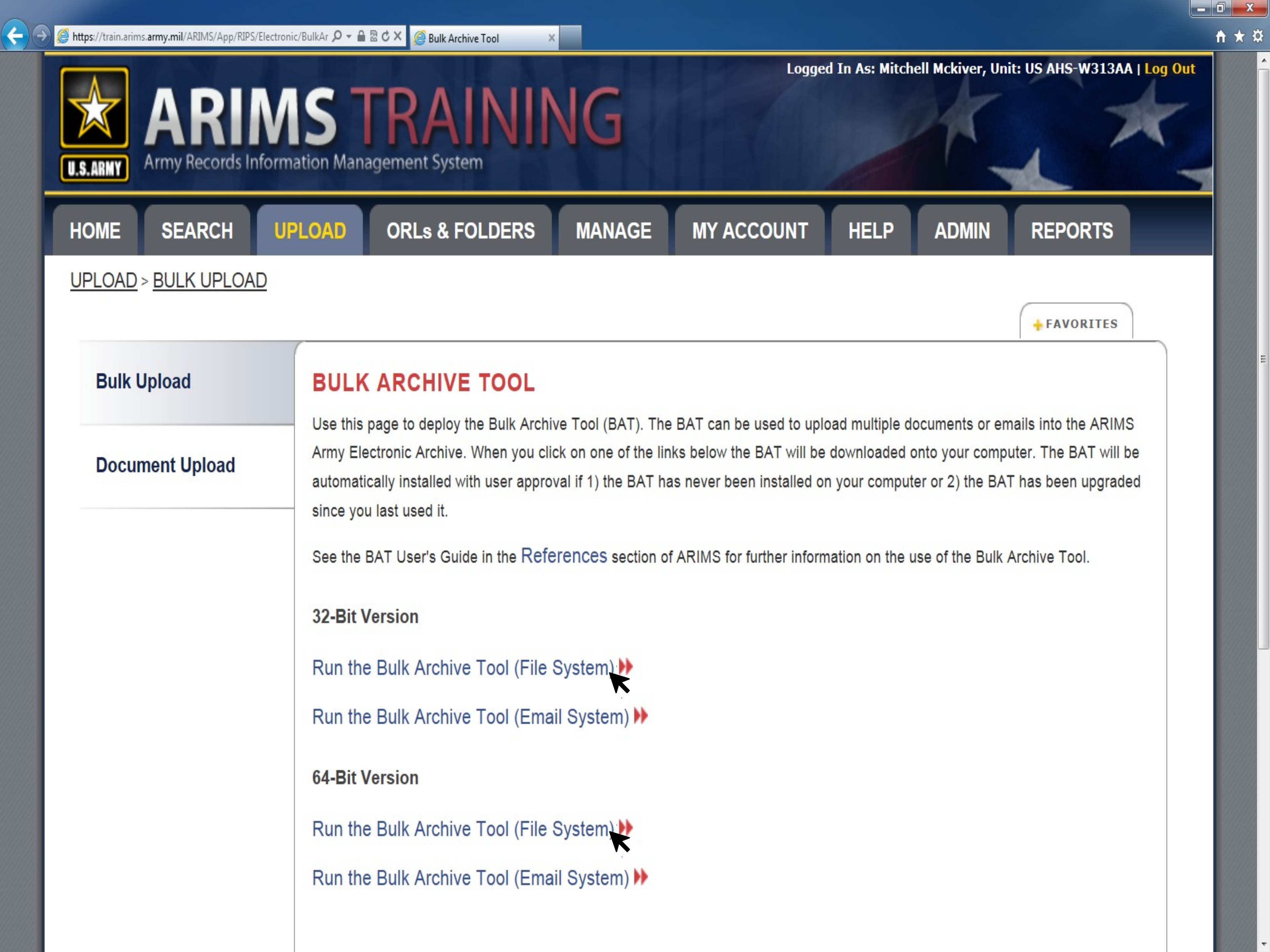
ORL: NCOER (2013), Proposed by Harrison, Robert

Role Escalation: Carl Allen Bush, WYE1D0(Records Manager)

Role Escalation: Gidget Ann Borst, W1TA06(Records Manager)

Unit Access Request: Alex Ramon Segura, WH4KAA (RM)

Unit Access Request: Kristel I


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
FAVORITES
Bulk Upload
Document Upload

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

UPLOAD > BULK UPLOAD

BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the References section of ARIMS for further information on the use of the Bulk Archive Tool.

32-Bit Version

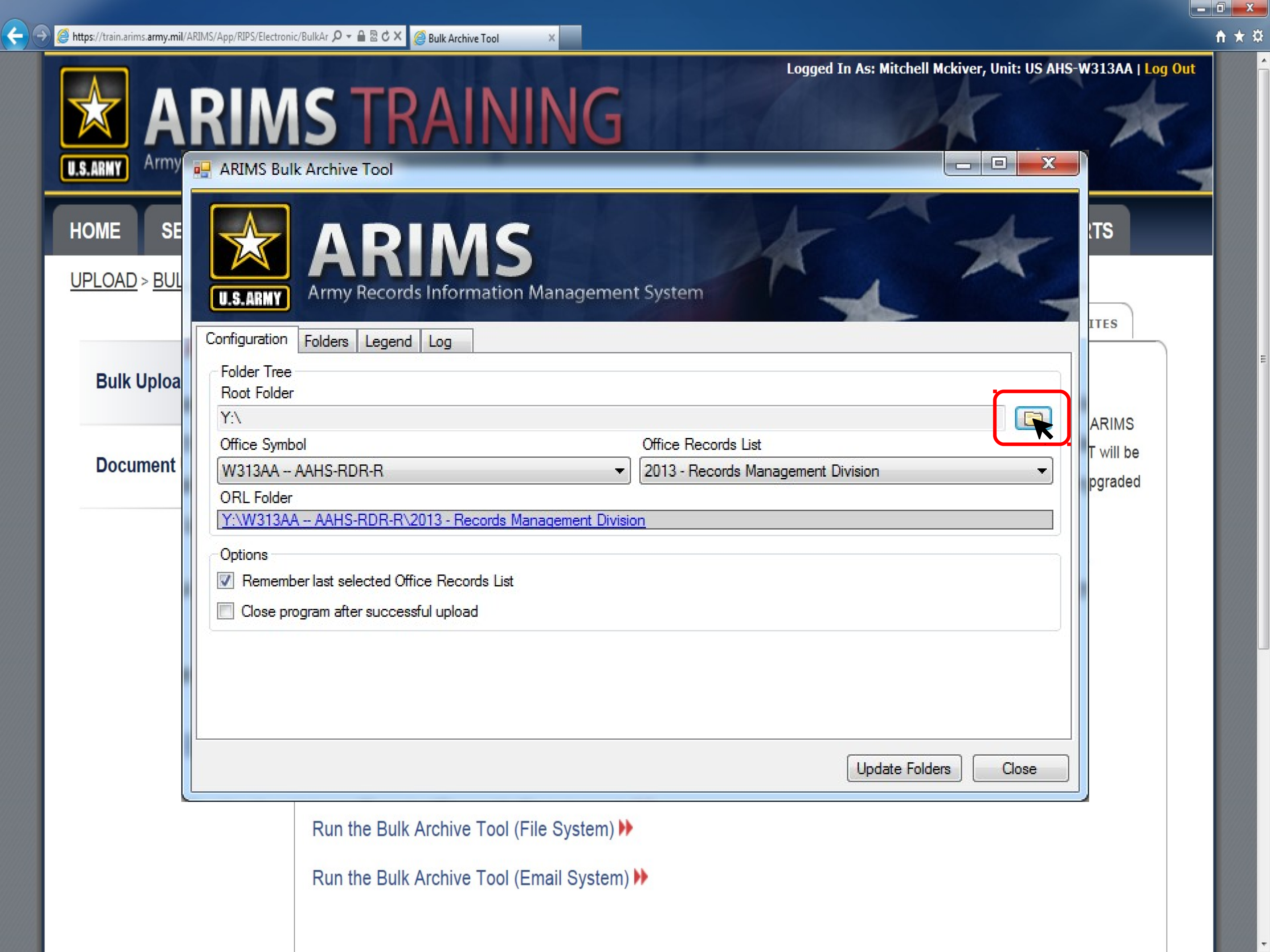
Run the Bulk Archive Tool (File System) ▸▸

Run the Bulk Archive Tool (Email System) ▸▸

64-Bit Version

Run the Bulk Archive Tool (File System) ▸▸

Run the Bulk Archive Tool (Email System) ▸▸


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
ARIMS TRAINING
U.S.ARMY
Army
HOME
SE
TS
UPLOAD > BUL
Bulk Uploa
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ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Folder Tree
Options
Update Folders
Close

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

Root Folder: Y:\

Office Symbol: W313AA -- AAHS-RDR-R

Office Records List: 2013 - Records Management Division

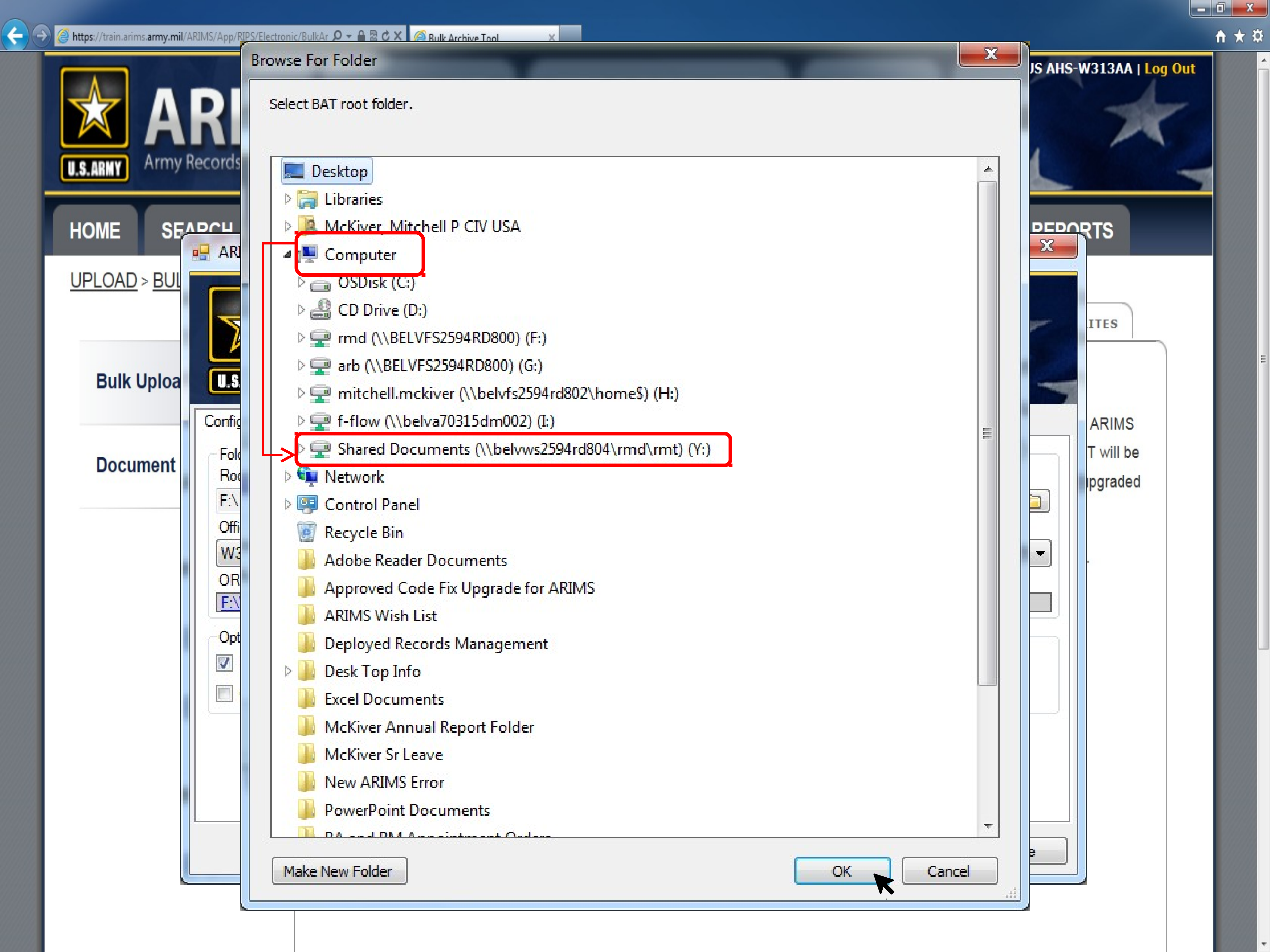
ORL Folder: Y:\W313AA -- AAHS-RDR-R\2013 - Records Management Division

☑ Remember last selected Office Records List

☐ Close program after successful upload

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)

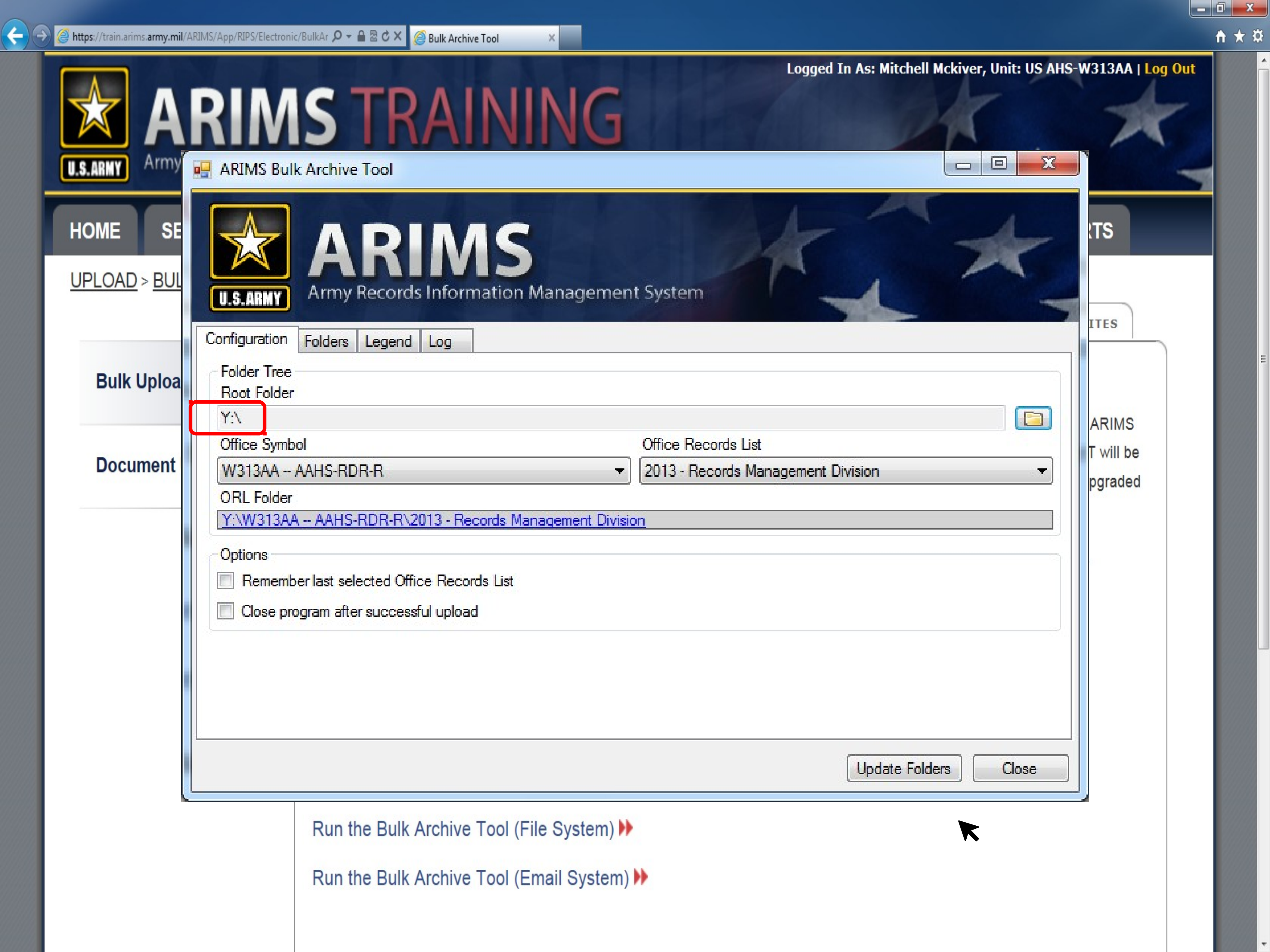

https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
US AHS-W313AA | Log Out
U.S.ARMY
Army Records
HOME
SEARCH
REPORTS
UPLOAD > BUL
Bulk Uploa
Document

Browse For Folder

Select BAT root folder.

- Desktop
  - Libraries
  - McKiver, Mitchell P CIV USA
  - Computer
    - OSDisk (C:)
    - CD Drive (D:)
    - rmd (\\BELVFS2594RD800) (F:)
    - arb (\\BELVFS2594RD800) (G:)
    - mitchell.mckiver (\\belvfs2594rd802\home$) (H:)
    - f-flow (\\belva70315dm002) (I:)
    - Shared Documents (\\belvws2594rd804\rmd\rmt) (Y:)
  - Network
  - Control Panel
  - Recycle Bin
  - Adobe Reader Documents
  - Approved Code Fix Upgrade for ARIMS
  - ARIMS Wish List
  - Deployed Records Management
  - Desk Top Info
  - Excel Documents
  - McKiver Annual Report Folder
  - McKiver Sr Leave
  - New ARIMS Error
  - PowerPoint Documents

Make New Folder
OK
Cancel



https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING
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ARIMS Bulk Archive Tool

ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log

Folder Tree

Root Folder: Y:\

Office Symbol: W313AA -- AAHS-RDR-R

Office Records List: 2013 - Records Management Division

ORL Folder: Y:\W313AA -- AAHS-RDR-R\2013 - Records Management Division

Options

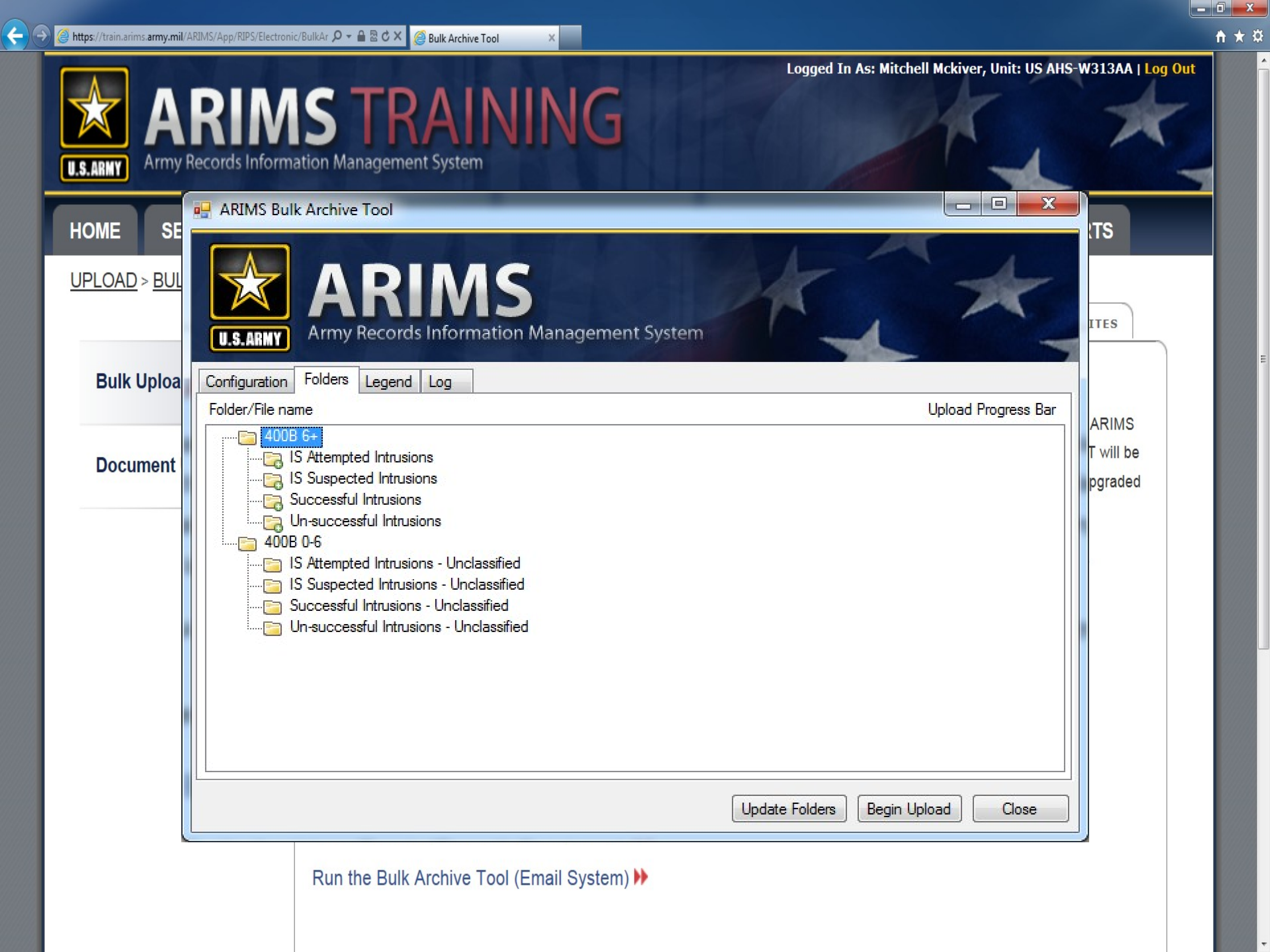
☐ Remember last selected Office Records List

☐ Close program after successful upload

Update Folders
Close

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
U.S.ARMY
ARIMS TRAINING
Army Records Information Management System
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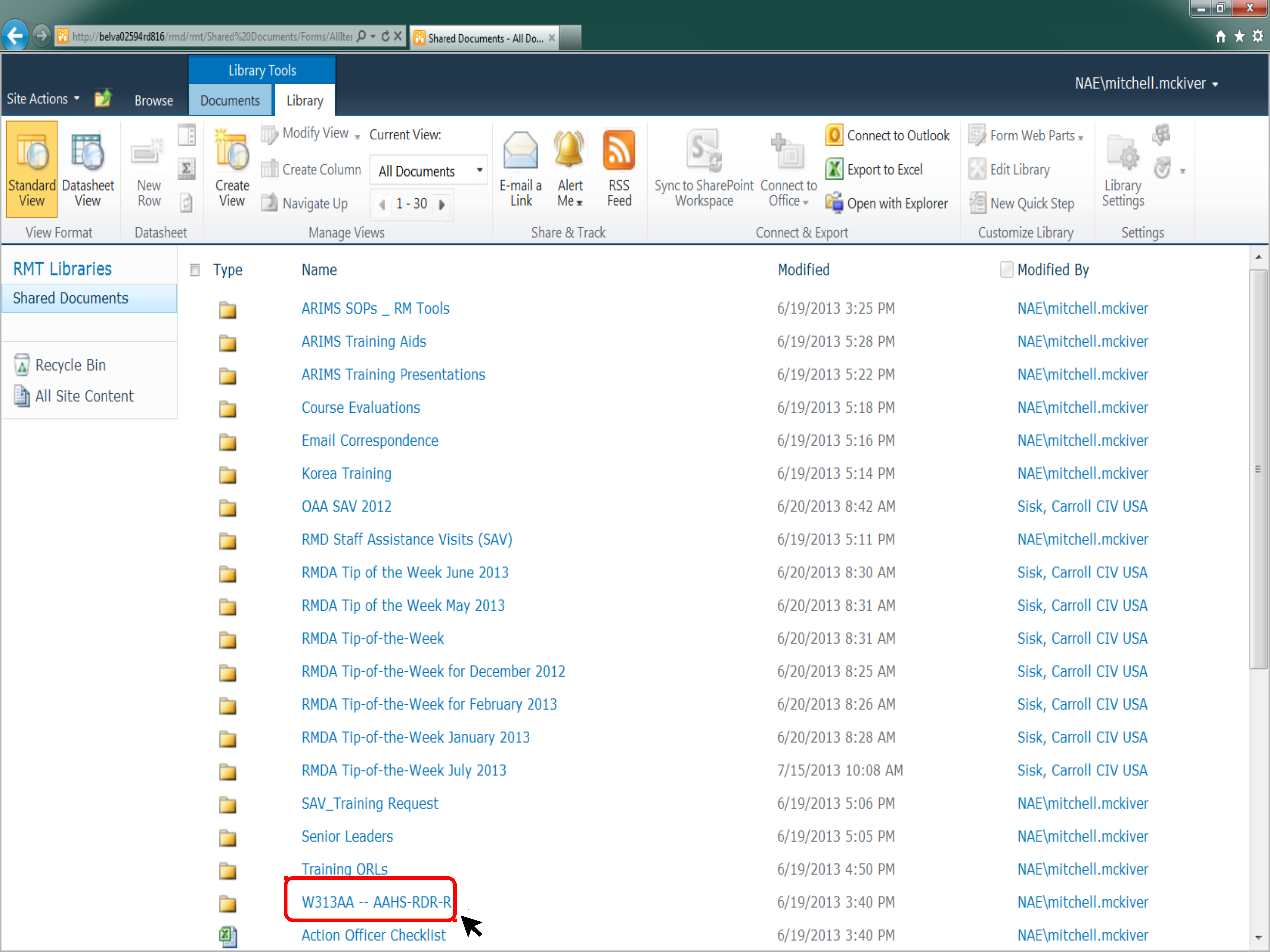
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Update Folders
Begin Upload
Close
Run the Bulk Archive Tool (Email System)

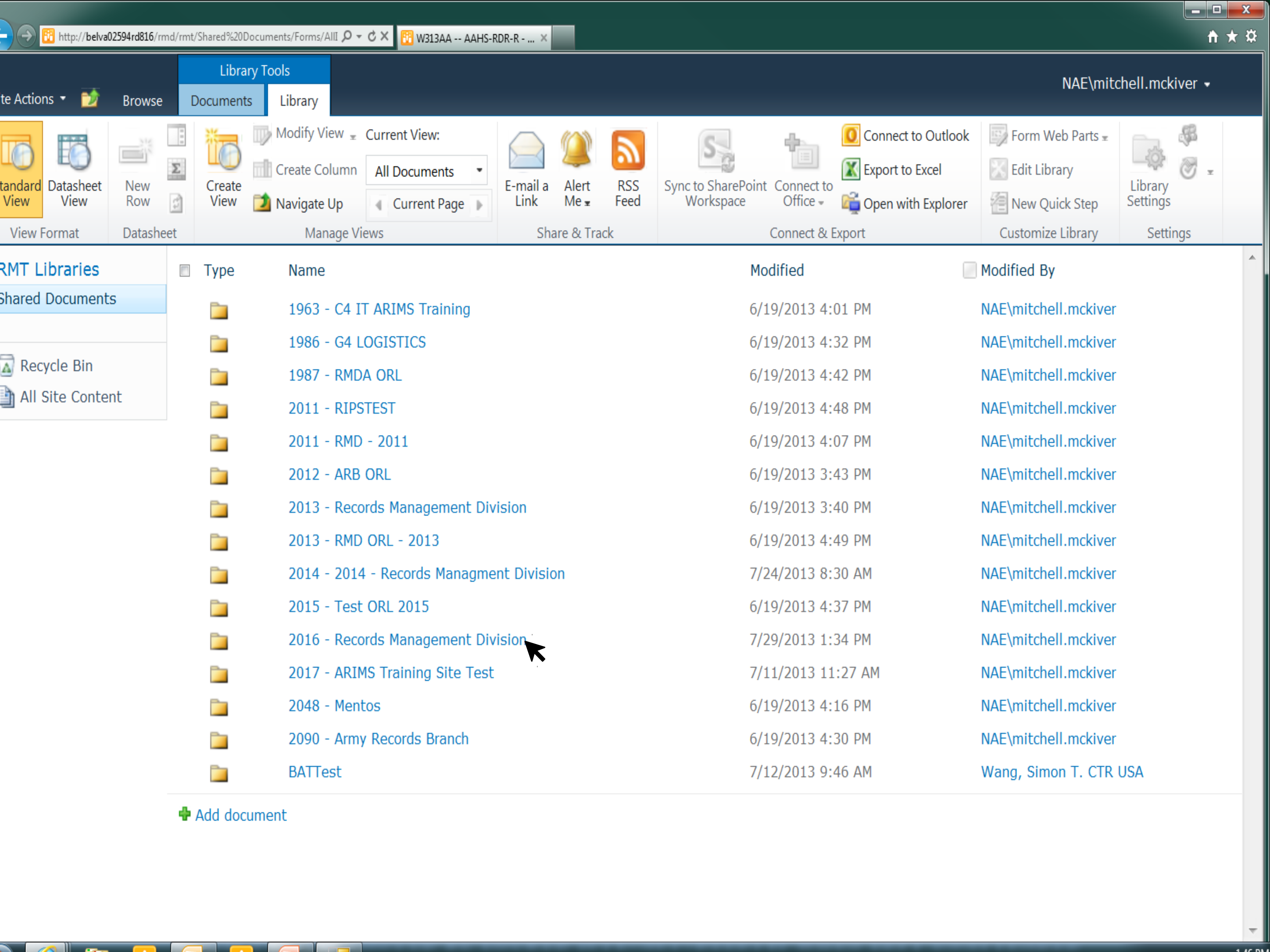
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

Folder/File name | Upload Progress Bar

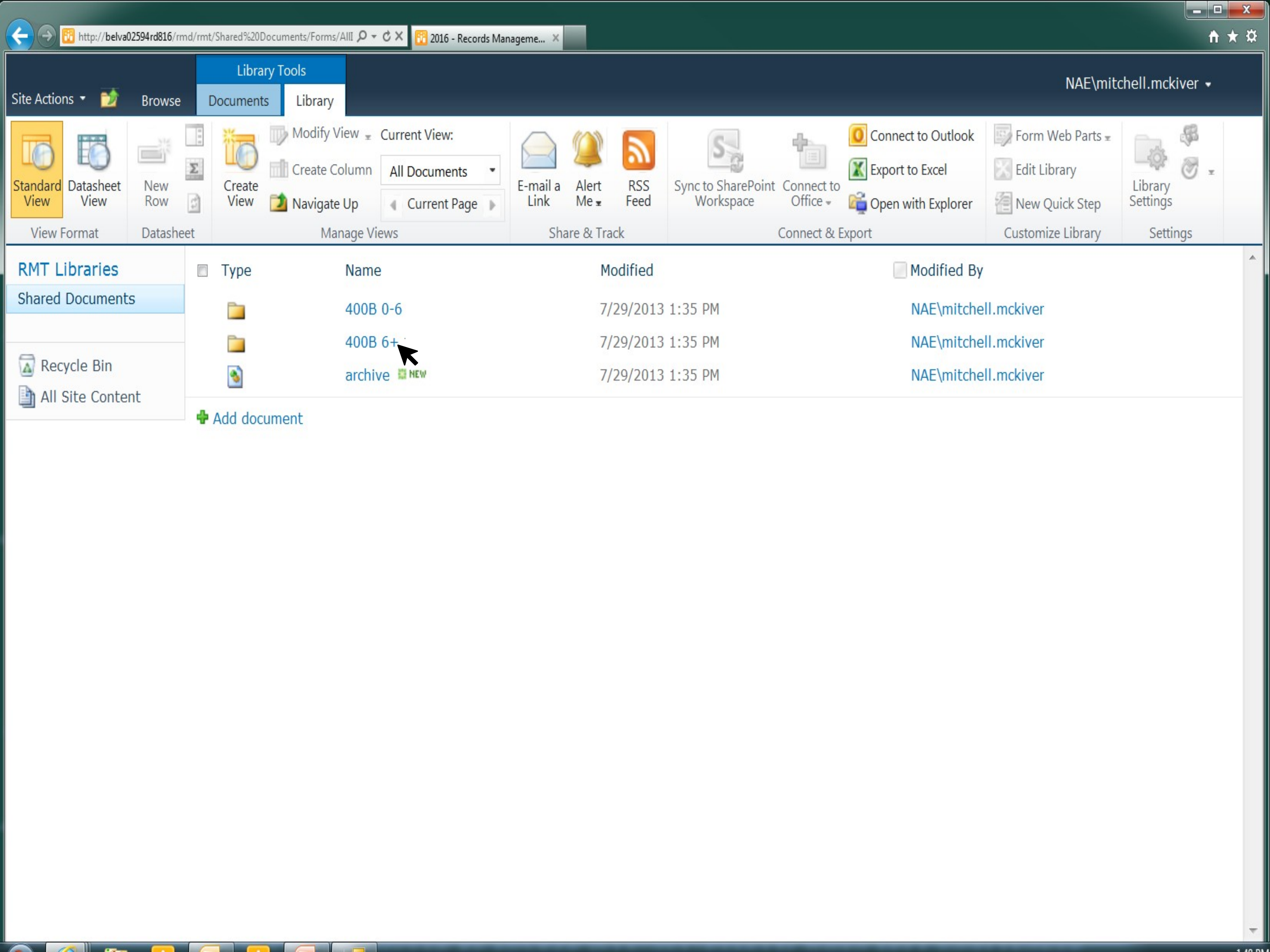
- 400B 6+
  - IS Attempted Intrusions
  - IS Suspected Intrusions
  - Successful Intrusions
  - Un-successful Intrusions
- 400B 0-6
  - IS Attempted Intrusions - Unclassified
  - IS Suspected Intrusions - Unclassified
  - Successful Intrusions - Unclassified
  - Un-successful Intrusions - Unclassified


http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllIter
Shared Documents - All Do...
Site Actions
Browse
Library Tools
Documents
Library
NAE\mitchell.mckiver
Standard View
Datasheet View
View Format
New Row
Datasheet
Create View
Modify View
Create Column
Navigate Up
Current View:
All Documents
1 - 30
Manage Views
E-mail a Link
Alert Me
RSS Feed
Share & Track
Sync to SharePoint Workspace
Connect to Office
Connect to Outlook
Export to Excel
Open with Explorer
Connect & Export
Form Web Parts
Edit Library
New Quick Step
Customize Library
Library Settings
Settings
RMT Libraries
Shared Documents
Recycle Bin
All Site Content

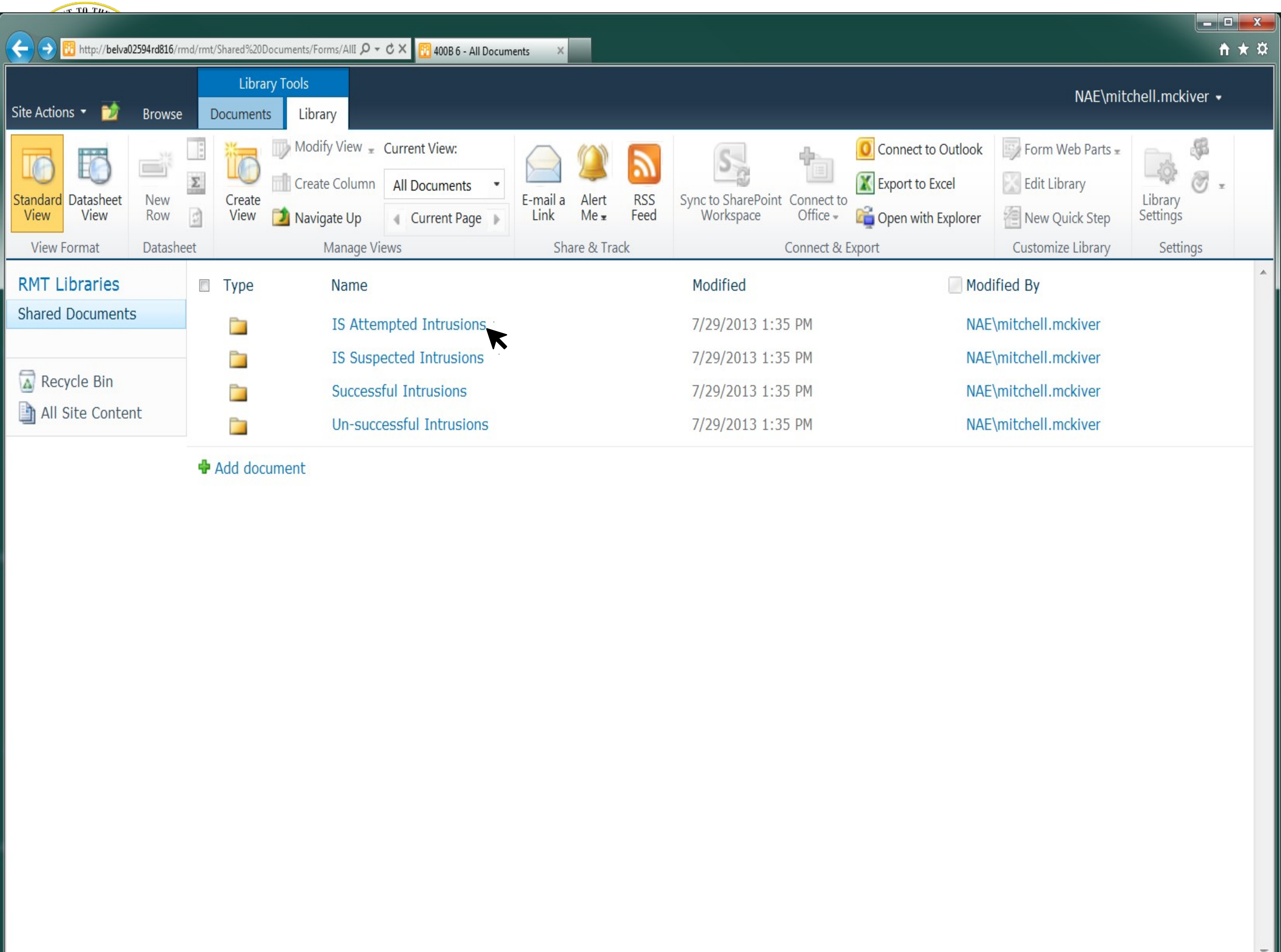
Type	Name	Modified	Modified By
	ARIMS SOPs _ RM Tools	6/19/2013 3:25 PM	NAE\mitchell.mckiver
	ARIMS Training Aids	6/19/2013 5:28 PM	NAE\mitchell.mckiver
	ARIMS Training Presentations	6/19/2013 5:22 PM	NAE\mitchell.mckiver
	Course Evaluations	6/19/2013 5:18 PM	NAE\mitchell.mckiver
	Email Correspondence	6/19/2013 5:16 PM	NAE\mitchell.mckiver
	Korea Training	6/19/2013 5:14 PM	NAE\mitchell.mckiver
	OAA SAV 2012	6/20/2013 8:42 AM	Sisk, Carroll CIV USA
	RMD Staff Assistance Visits (SAV)	6/19/2013 5:11 PM	NAE\mitchell.mckiver
	RMDA Tip of the Week June 2013	6/20/2013 8:30 AM	Sisk, Carroll CIV USA
	RMDA Tip of the Week May 2013	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week	6/20/2013 8:31 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week for December 2012	6/20/2013 8:25 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week for February 2013	6/20/2013 8:26 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week January 2013	6/20/2013 8:28 AM	Sisk, Carroll CIV USA
	RMDA Tip-of-the-Week July 2013	7/15/2013 10:08 AM	Sisk, Carroll CIV USA
	SAV_Training Request	6/19/2013 5:06 PM	NAE\mitchell.mckiver
	Senior Leaders	6/19/2013 5:05 PM	NAE\mitchell.mckiver
	Training ORLs	6/19/2013 4:50 PM	NAE\mitchell.mckiver
	W313AA -- AAHS-RDR-R	6/19/2013 3:40 PM	NAE\mitchell.mckiver
	Action Officer Checklist	6/19/2013 3:40 PM	NAE\mitchell.mckiver


http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI
W313AA -- AAHS-RDR-R - ...
Library Tools
te Actions
Browse
Documents
Library
NAE\mitchell.mckiver
tandard View
Datasheet View
New Row
Create View
Modify View
Create Column
Navigate Up
Current View:
All Documents
Current Page
E-mail a Link
Alert Me
RSS Feed
Sync to SharePoint Workspace
Connect to Office
Connect to Outlook
Export to Excel
Open with Explorer
Form Web Parts
Edit Library
New Quick Step
Library Settings
View Format
Datasheet
Manage Views
Share & Track
Connect & Export
Customize Library
Settings
RMT Libraries
Shared Documents
Recycle Bin
All Site Content
Add document

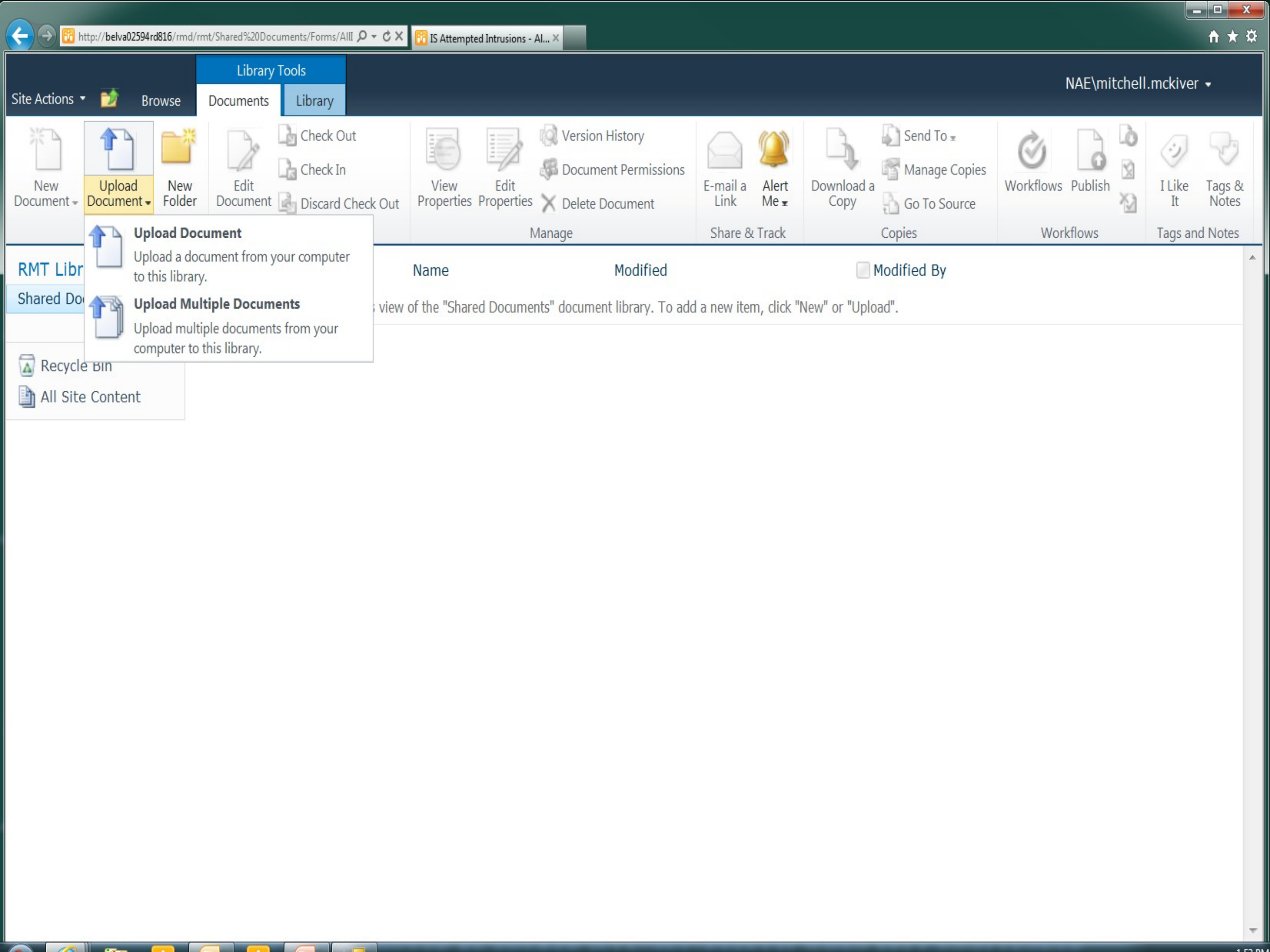
Type	Name	Modified	Modified By
	1963 - C4 IT ARIMS Training	6/19/2013 4:01 PM	NAE\mitchell.mckiver
	1986 - G4 LOGISTICS	6/19/2013 4:32 PM	NAE\mitchell.mckiver
	1987 - RMDA ORL	6/19/2013 4:42 PM	NAE\mitchell.mckiver
	2011 - RIPSTEST	6/19/2013 4:48 PM	NAE\mitchell.mckiver
	2011 - RMD - 2011	6/19/2013 4:07 PM	NAE\mitchell.mckiver
	2012 - ARB ORL	6/19/2013 3:43 PM	NAE\mitchell.mckiver
	2013 - Records Management Division	6/19/2013 3:40 PM	NAE\mitchell.mckiver
	2013 - RMD ORL - 2013	6/19/2013 4:49 PM	NAE\mitchell.mckiver
	2014 - 2014 - Records Managment Division	7/24/2013 8:30 AM	NAE\mitchell.mckiver
	2015 - Test ORL 2015	6/19/2013 4:37 PM	NAE\mitchell.mckiver
	2016 - Records Management Division	7/29/2013 1:34 PM	NAE\mitchell.mckiver
	2017 - ARIMS Training Site Test	7/11/2013 11:27 AM	NAE\mitchell.mckiver
	2048 - Mentos	6/19/2013 4:16 PM	NAE\mitchell.mckiver
	2090 - Army Records Branch	6/19/2013 4:30 PM	NAE\mitchell.mckiver
	BATTest	7/12/2013 9:46 AM	Wang, Simon T. CTR USA


http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI
2016 - Records Manageme...
Library Tools
Site Actions
Browse
Documents
Library
NAE\mitchell.mckiver
Standard View
Datasheet View
New Row
Create View
Modify View
Create Column
Navigate Up
Current View:
All Documents
Current Page
E-mail a Link
Alert Me
RSS Feed
Sync to SharePoint Workspace
Connect to Office
Connect to Outlook
Export to Excel
Open with Explorer
Form Web Parts
Edit Library
New Quick Step
Library Settings
View Format
Datasheet
Manage Views
Share & Track
Connect & Export
Customize Library
Settings
RMT Libraries
Shared Documents
Recycle Bin
All Site Content
Add document

☐ Type	Name	Modified	☐ Modified By
	400B 0-6	7/29/2013 1:35 PM	NAE\mitchell.mckiver
	400B 6+	7/29/2013 1:35 PM	NAE\mitchell.mckiver
	archive NEW	7/29/2013 1:35 PM	NAE\mitchell.mckiver


http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI
400B 6 - All Documents
Library Tools
Site Actions
Browse
Documents
Library
NAE\mitchell.mckiver
Standard View
Datasheet View
New Row
Create View
Modify View
Create Column
Navigate Up
Current View:
All Documents
Current Page
E-mail a Link
Alert Me
RSS Feed
Sync to SharePoint Workspace
Connect to Office
Connect to Outlook
Export to Excel
Open with Explorer
Form Web Parts
Edit Library
New Quick Step
Library Settings
View Format
Datasheet
Manage Views
Share & Track
Connect & Export
Customize Library
Settings
RMT Libraries
Shared Documents
Recycle Bin
All Site Content
Add document

Type	Name	Modified	Modified By
	IS Attempted Intrusions	7/29/2013 1:35 PM	NAE\mitchell.mckiver
	IS Suspected Intrusions	7/29/2013 1:35 PM	NAE\mitchell.mckiver
	Successful Intrusions	7/29/2013 1:35 PM	NAE\mitchell.mckiver
	Un-successful Intrusions	7/29/2013 1:35 PM	NAE\mitchell.mckiver


http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI
IS Attempted Intrusions - Al...
Library Tools
Site Actions
Browse
Documents
Library
NAE\mitchell.mckiver
New Document
Upload Document
New Folder
Edit Document
Check Out
Check In
Discard Check Out
View Properties
Edit Properties
Version History
Document Permissions
Delete Document
Manage
E-mail a Link
Alert Me
Share & Track
Download a Copy
Send To
Manage Copies
Go To Source
Copies
Workflows
Publish
Workflows
I Like It
Tags & Notes
Tags and Notes
RMT Libr
Shared Do
Recycle Bin
All Site Content
Name
Modified
Modified By

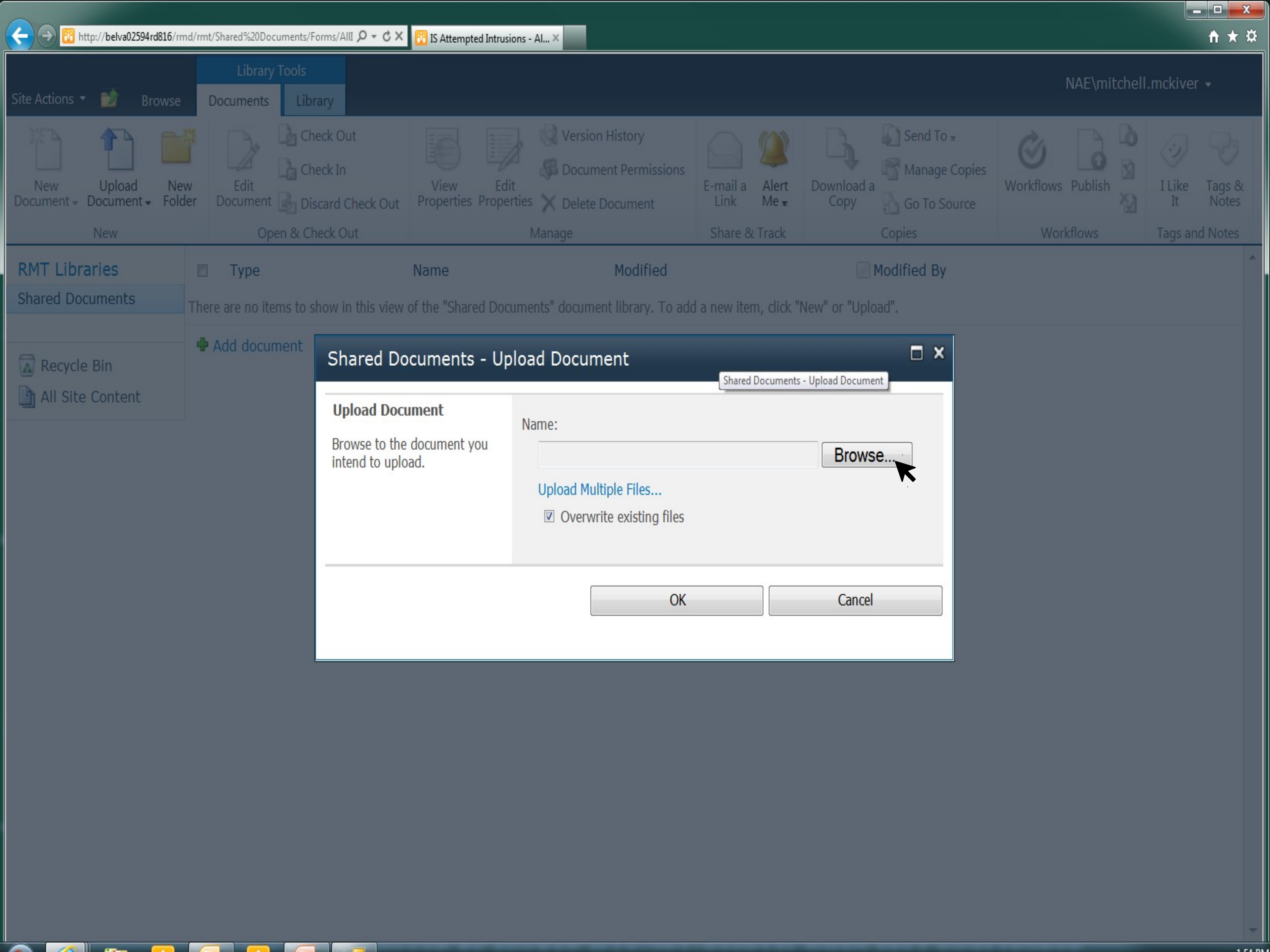
Upload Document

Upload a document from your computer to this library.

Upload Multiple Documents

Upload multiple documents from your computer to this library.

; view of the "Shared Documents" document library. To add a new item, click "New" or "Upload".



http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI
IS Attempted Intrusions - Al...
Library Tools
Site Actions
Browse
Documents
Library
NAE\mitchell.mckiver
New Document
Upload Document
New Folder
New
Edit Document
Check Out
Check In
Discard Check Out
Open & Check Out
View Properties
Edit Properties
Version History
Document Permissions
Delete Document
Manage
E-mail a Link
Alert Me
Share & Track
Download a Copy
Send To
Manage Copies
Go To Source
Copies
Workflows
Publish
Workflows
I Like It
Tags & Notes
Tags and Notes
RMT Libraries
Shared Documents
Recycle Bin
All Site Content
Type
Name
Modified
Modified By
Add document
Shared Documents - Upload Document
Shared Documents - Upload Document
Browse...
Upload Multiple Files...
OK
Cancel

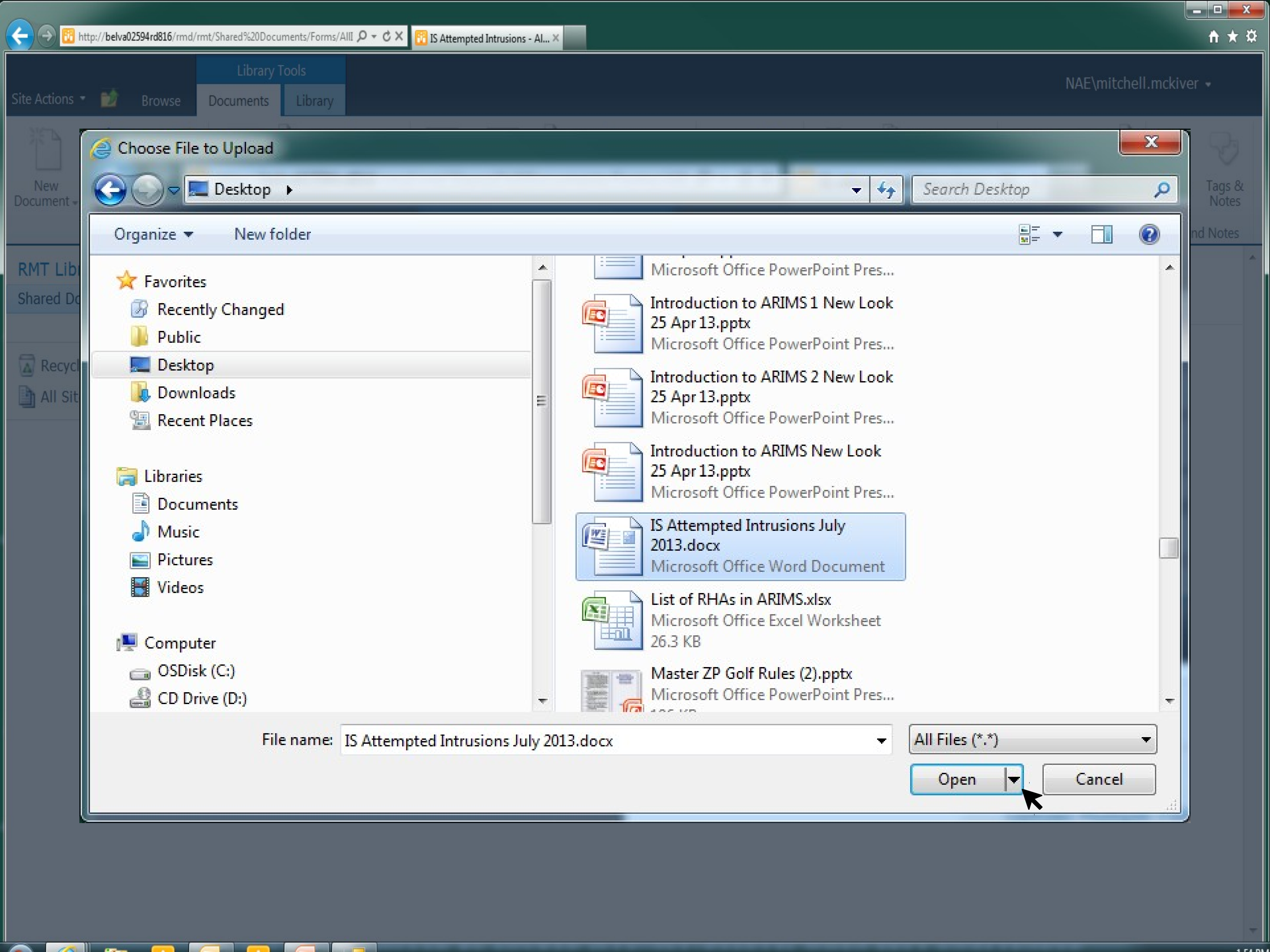
There are no items to show in this view of the "Shared Documents" document library. To add a new item, click "New" or "Upload".

Upload Document

Browse to the document you intend to upload.

Name:

☑ Overwrite existing files



http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI
IS Attempted Intrusions - Al...
Library Tools
Site Actions
Browse
Documents
Library
NAE\mitchell.mckiver
New Document
Tags & Notes
Choose File to Upload
Desktop
Search Desktop
Organize
New folder
Favorites
Recently Changed
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
OSDisk (C:)
CD Drive (D:)
Open
Cancel

Microsoft Office PowerPoint Pres...

Introduction to ARIMS 1 New Look 25 Apr 13.pptx
Microsoft Office PowerPoint Pres...

Introduction to ARIMS 2 New Look 25 Apr 13.pptx
Microsoft Office PowerPoint Pres...

Introduction to ARIMS New Look 25 Apr 13.pptx
Microsoft Office PowerPoint Pres...

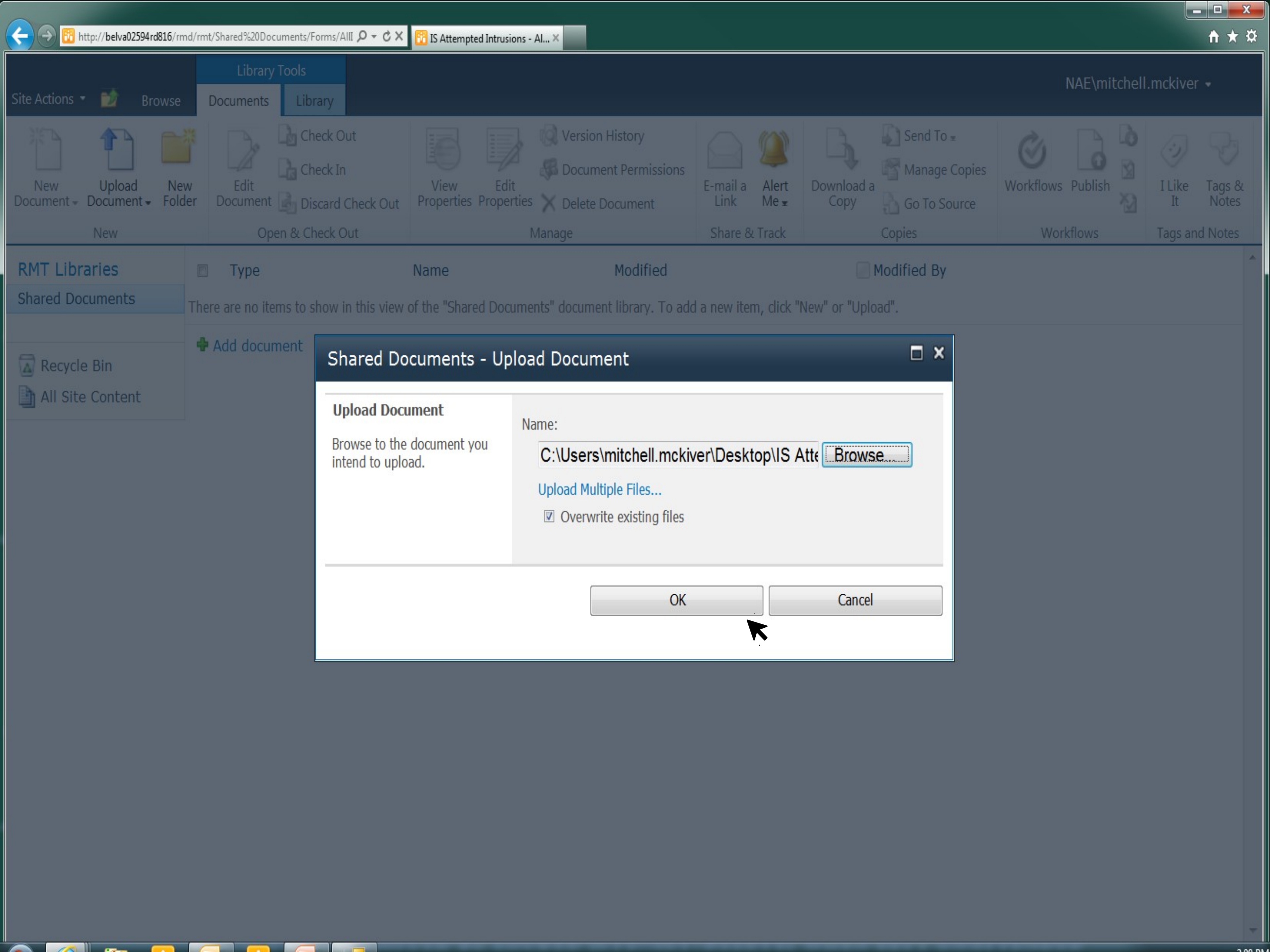
IS Attempted Intrusions July 2013.docx
Microsoft Office Word Document

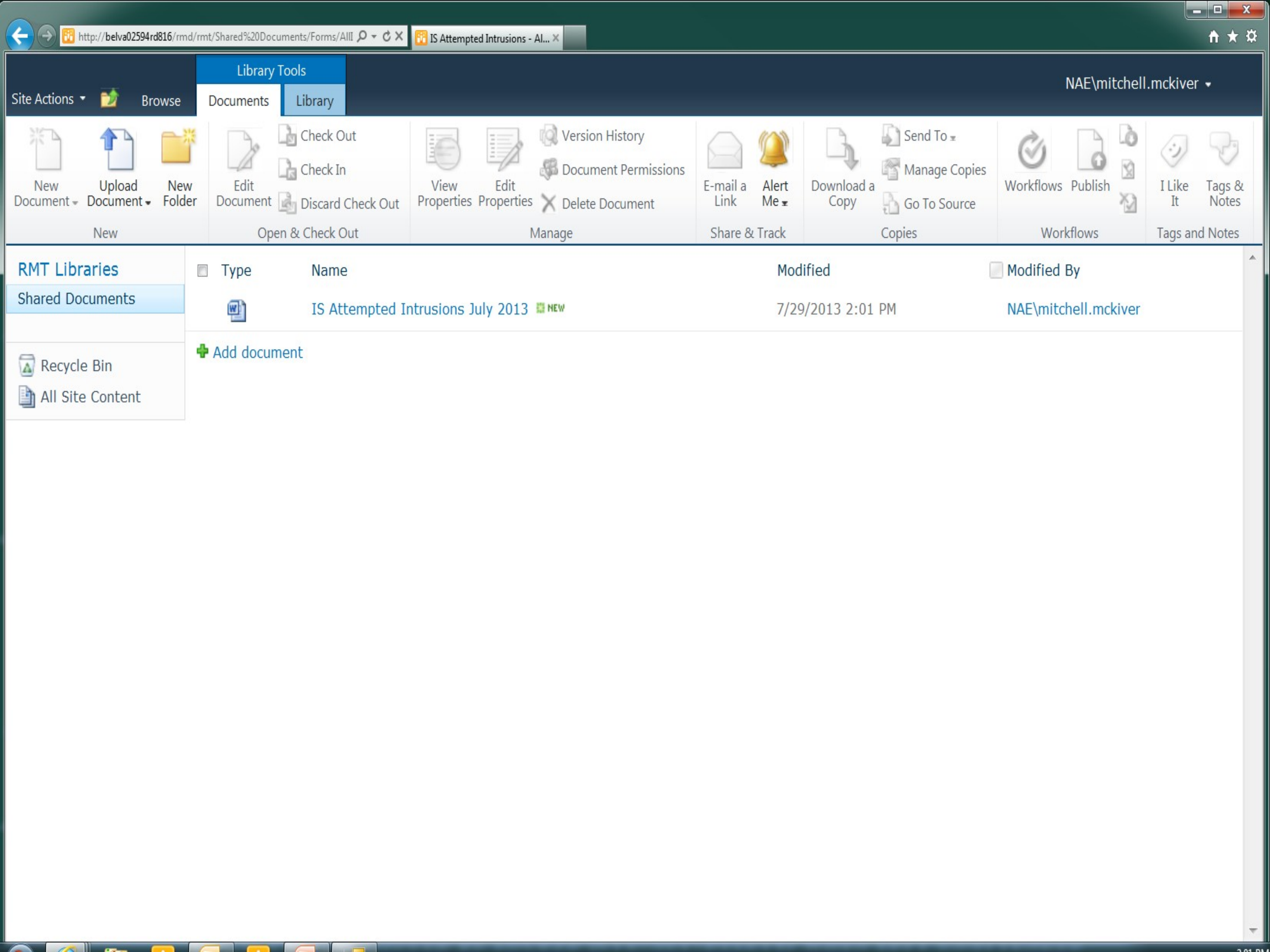
List of RHAs in ARIMS.xlsx
Microsoft Office Excel Worksheet
26.3 KB

Master ZP Golf Rules (2).pptx
Microsoft Office PowerPoint Pres...

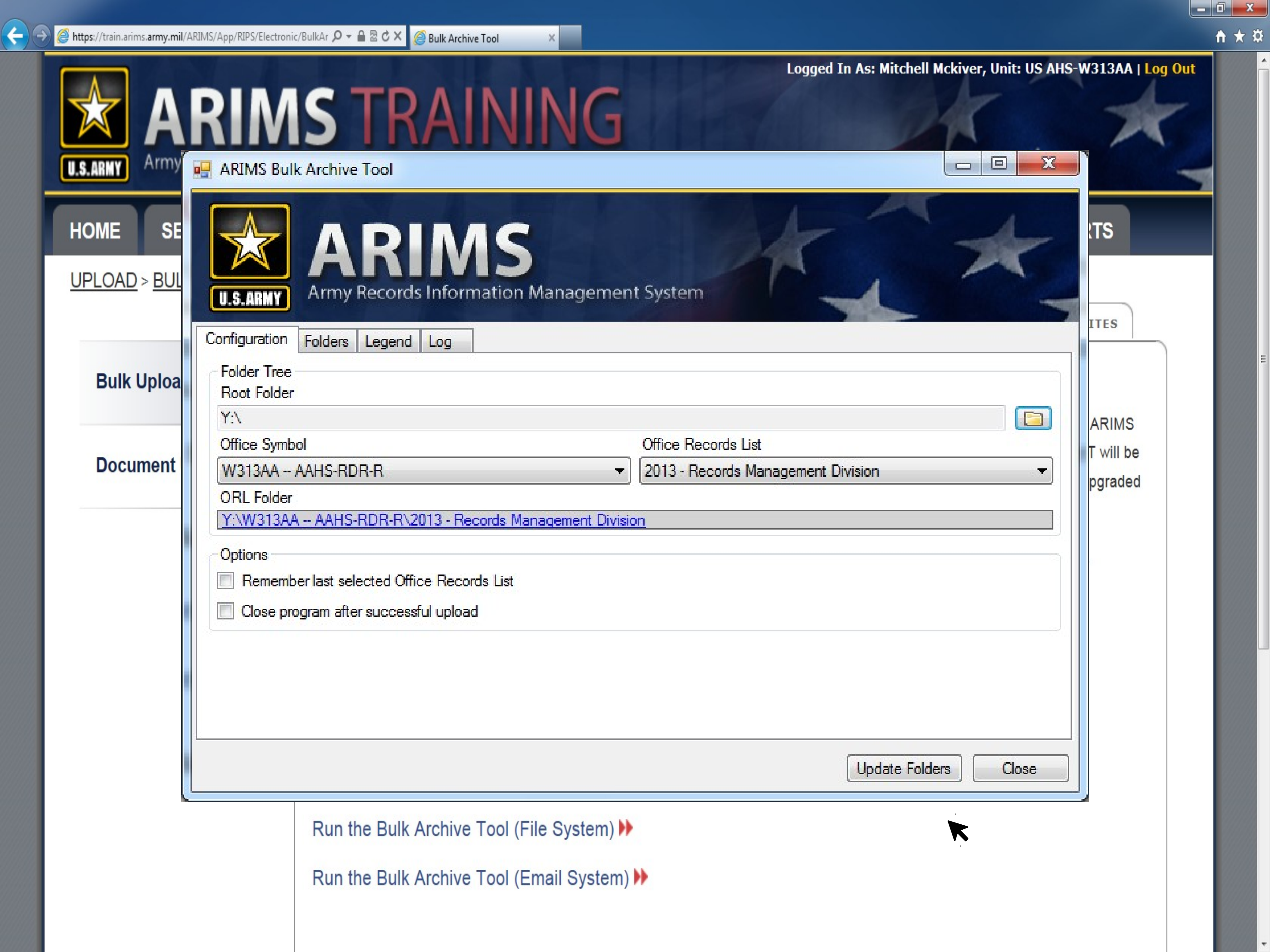
File name: IS Attempted Intrusions July 2013.docx

All Files (*.*)




http://belva02594rd816/rmd/rmt/Shared%20Documents/Forms/AllI
IS Attempted Intrusions - Al...
Library Tools
Site Actions
Browse
Documents
Library
NAE\mitchell.mckiver
New Document
Upload Document
New Folder
New
Edit Document
Check Out
Check In
Discard Check Out
Open & Check Out
View Properties
Edit Properties
Version History
Document Permissions
Delete Document
Manage
E-mail a Link
Alert Me
Share & Track
Download a Copy
Send To
Manage Copies
Go To Source
Copies
Workflows
Publish
Workflows
I Like It
Tags & Notes
Tags and Notes
RMT Libraries
Shared Documents
Recycle Bin
All Site Content
Add document

☐ Type	Name	Modified	☐ Modified By
W	IS Attempted Intrusions July 2013 NEW	7/29/2013 2:01 PM	NAE\mitchell.mckiver



https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

HOME | SE | TS

UPLOAD > BUL

Bulk Uploa

Document

ARIMS Bulk Archive Tool

ARIMS

Army Records Information Management System

Configuration | Folders | Legend | Log

Folder Tree

Root Folder: Y:\

Office Symbol: W313AA -- AAHS-RDR-R

Office Records List: 2013 - Records Management Division

ORL Folder: Y:\W313AA -- AAHS-RDR-R\2013 - Records Management Division

Options

☐ Remember last selected Office Records List

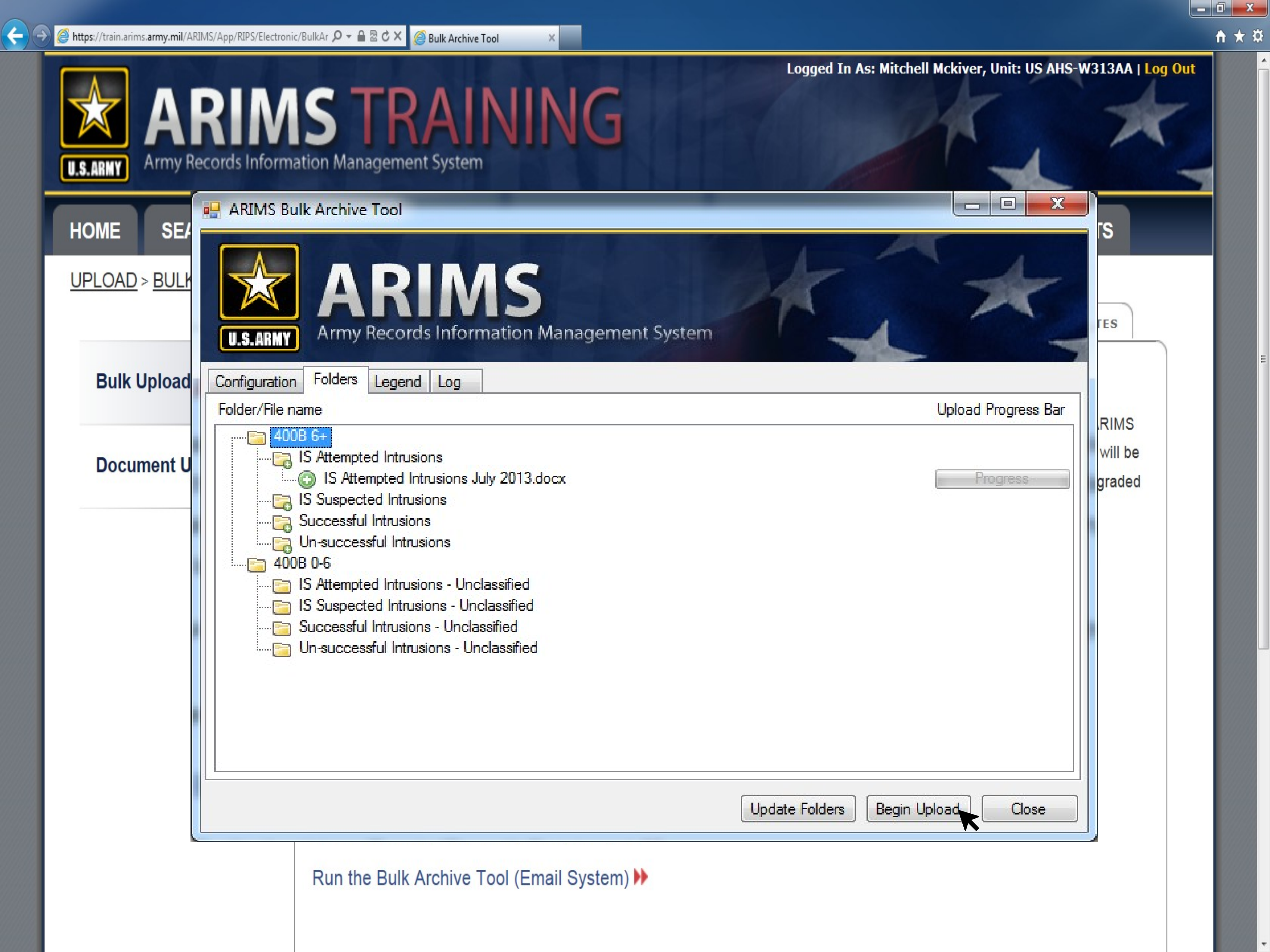
☐ Close program after successful upload

Update Folders | Close

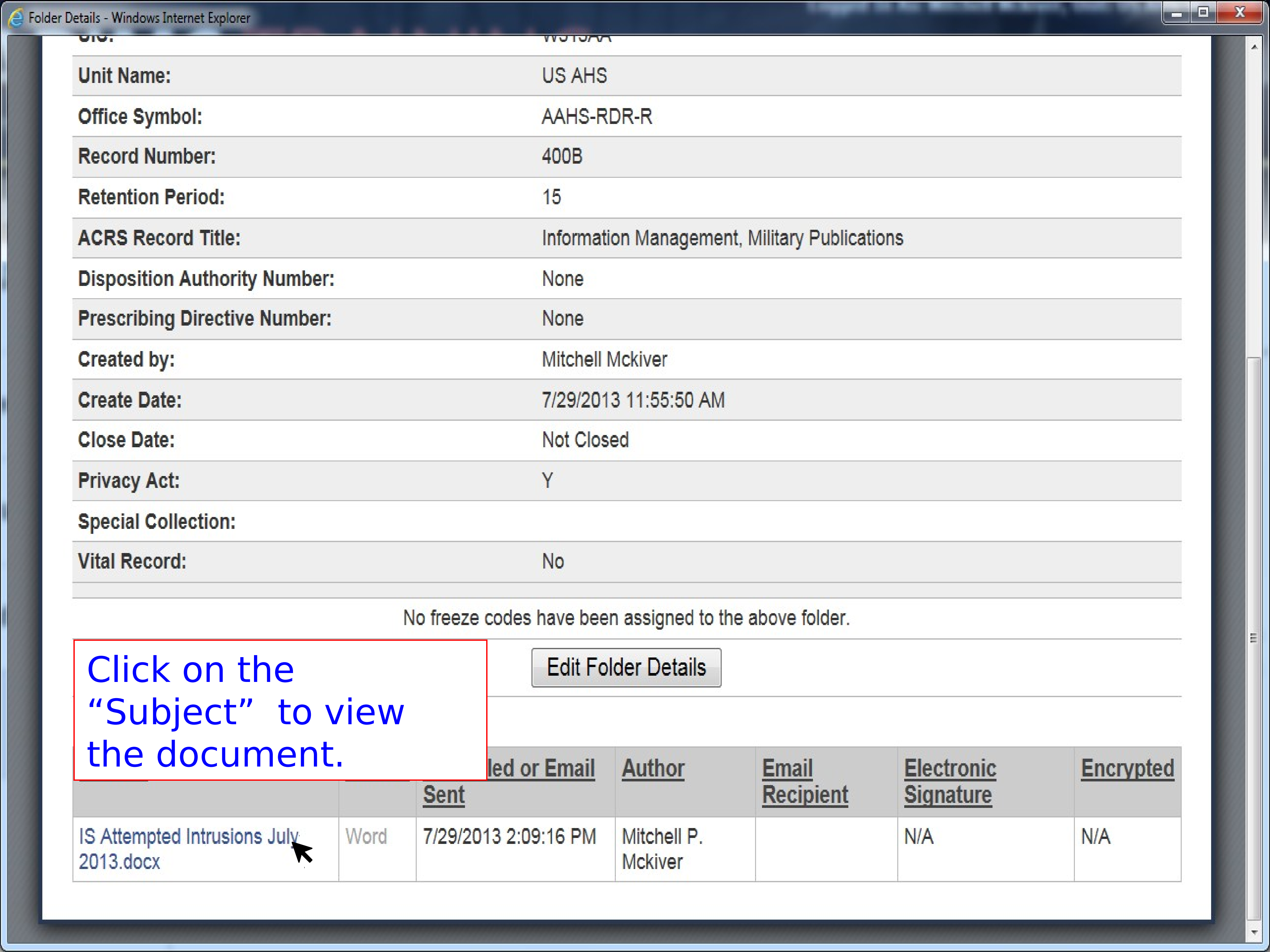
ARIMS
T will be
pgraded

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
ARIMS TRAINING
U.S. ARMY
Army Records Information Management System
HOME
SEA
TS
UPLOAD > BULK
Bulk Upload
Document U
TES
RIMS
will be
graded
ARIMS Bulk Archive Tool
ARIMS
Configuration
Folders
Legend
Log
Folder/File name
Upload Progress Bar
Progress
Update Folders
Begin Upload
Close
Run the Bulk Archive Tool (Email System)

- 400B 6+
  - IS Attempted Intrusions
    - IS Attempted Intrusions July 2013.docx
  - IS Suspected Intrusions
  - Successful Intrusions
  - Un-successful Intrusions
- 400B 0-6
  - IS Attempted Intrusions - Unclassified
  - IS Suspected Intrusions - Unclassified
  - Successful Intrusions - Unclassified
  - Un-successful Intrusions - Unclassified



Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	15
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	7/29/2013 11:55:50 AM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

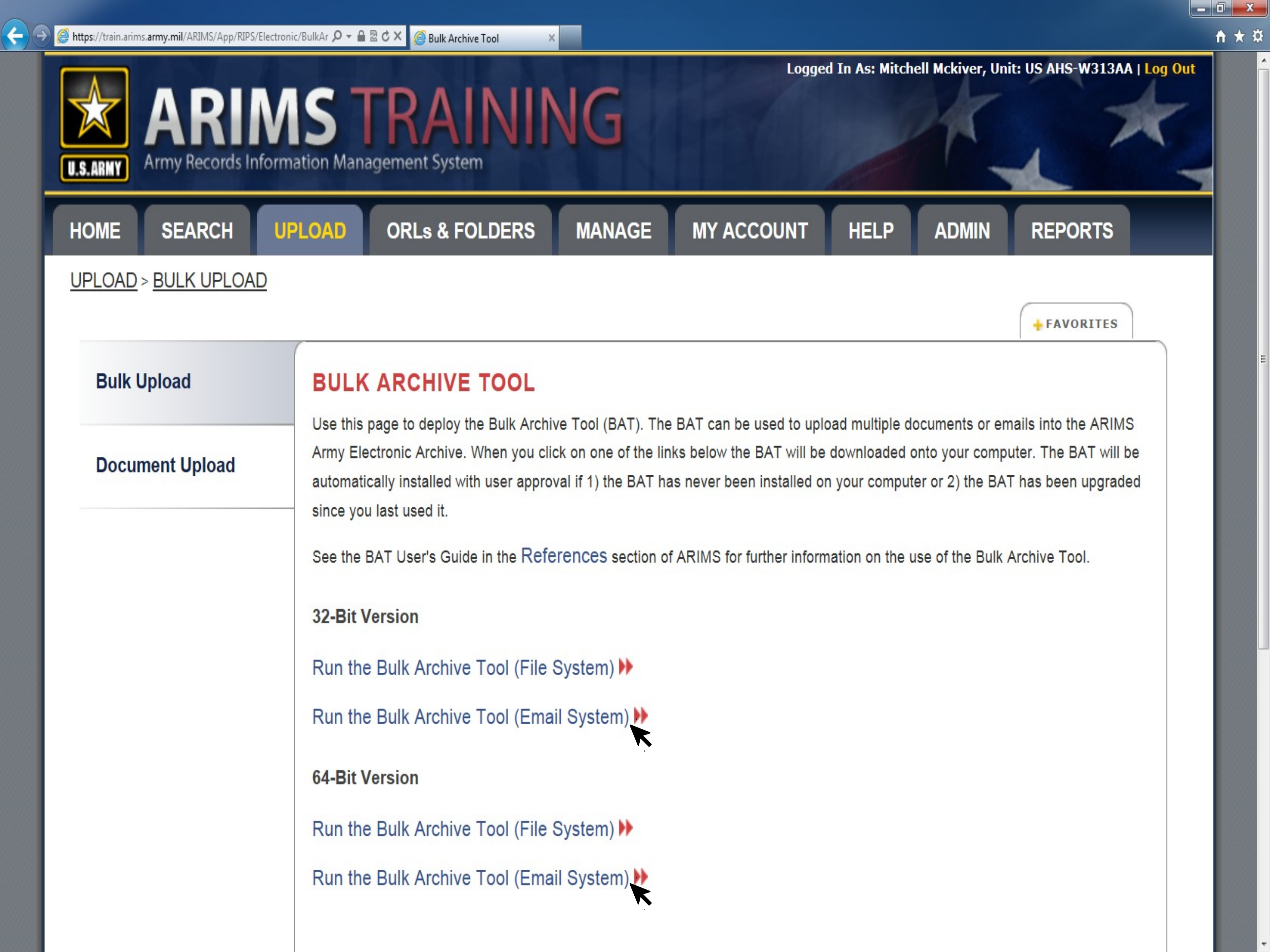
No freeze codes have been assigned to the above folder.

Click on the "Subject" to view the document.

		led or Email Sent	Author	Email Recipient	Electronic Signature	Encrypted
IS Attempted Intrusions July 2013.docx	Word	7/29/2013 2:09:16 PM	Mitchell P. Mckiver		N/A	N/A

QUESTIONS

Running the BAT for Email


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
U.S.ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
UPLOAD > BULK UPLOAD
FAVORITES
Bulk Upload
Document Upload

BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the References section of ARIMS for further information on the use of the Bulk Archive Tool.

32-Bit Version

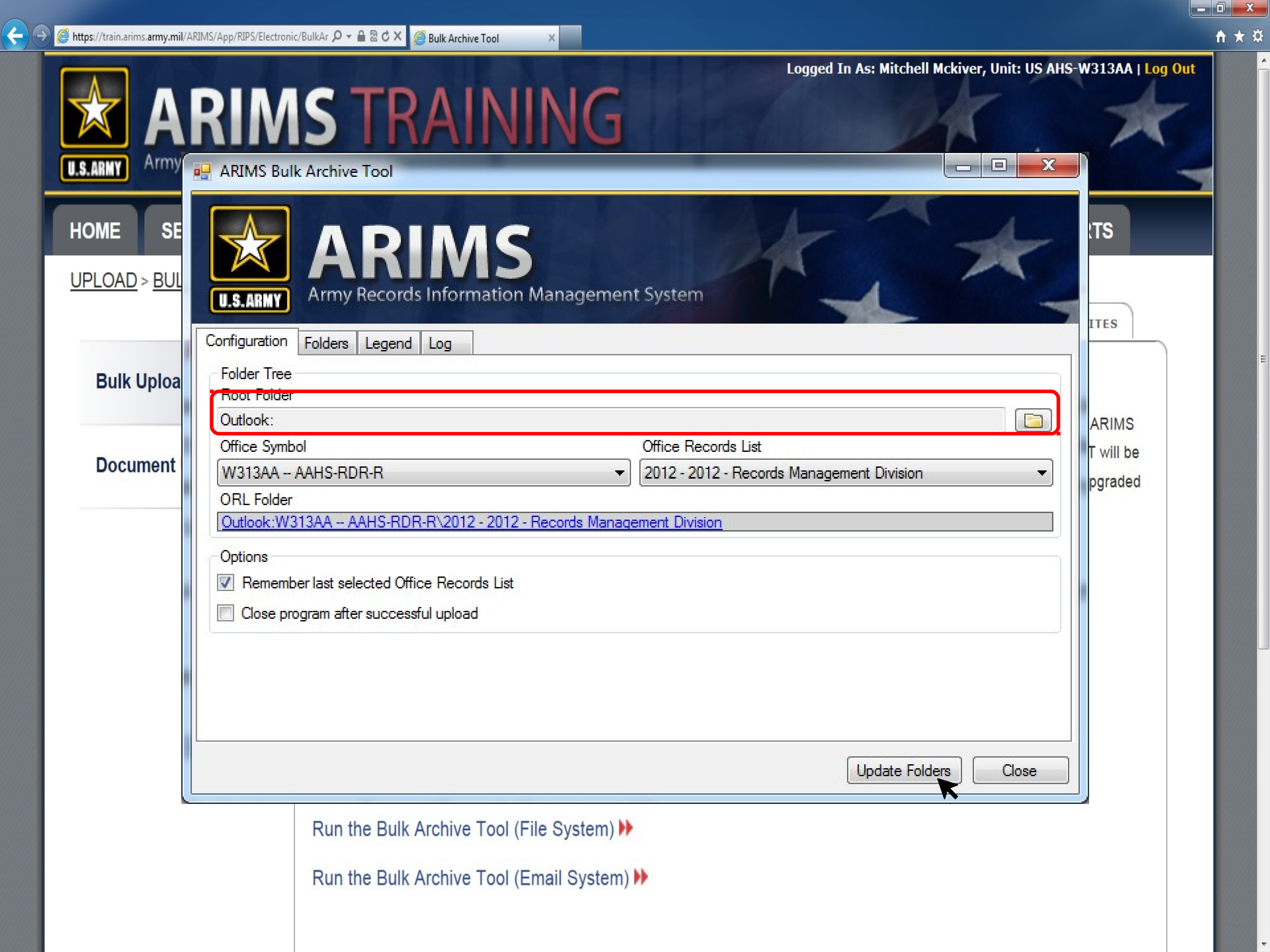
Run the Bulk Archive Tool (File System) ⏩

Run the Bulk Archive Tool (Email System) ⏩

64-Bit Version

Run the Bulk Archive Tool (File System) ⏩

Run the Bulk Archive Tool (Email System) ⏩


https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
ARIMS TRAINING
U.S.ARMY
Army
HOME
SE
TS
UPLOAD > BUL
Bulk Uploa
Document
ITES
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Update Folders
Close

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

Folder Tree

Root Folder

Outlook:

Office Symbol

W313AA -- AAHS-RDR-R

Office Records List

2012 - 2012 - Records Management Division

ORL Folder

Outlook:W313AA -- AAHS-RDR-R\2012 - 2012 - Records Management Division

Options

☑ Remember last selected Office Records List

☐ Close program after successful upload

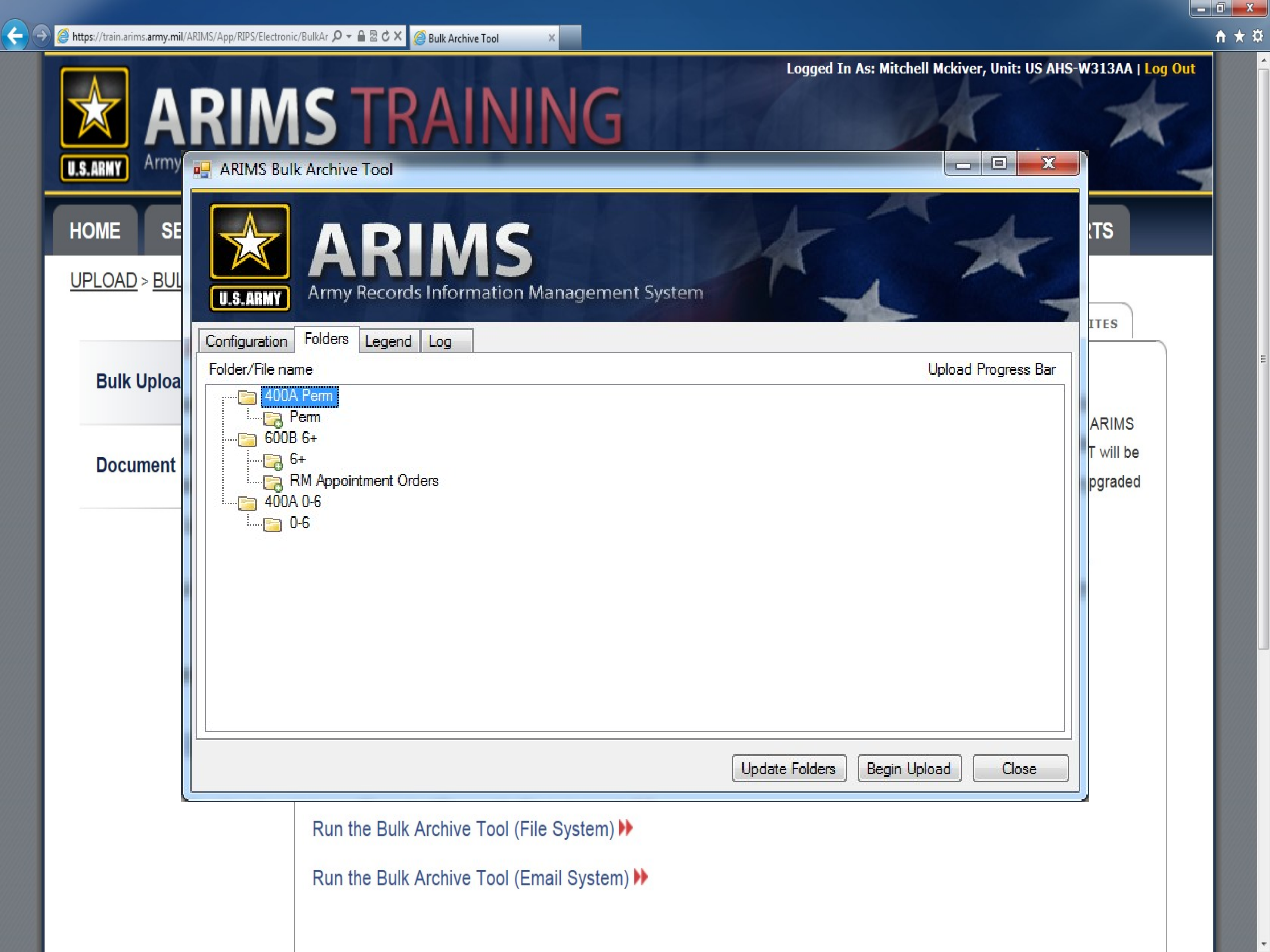
ARIMS

T will be

pgraded

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)



https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr

Bulk Archive Tool

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

ARIMS TRAINING

ARIMS Bulk Archive Tool

ARIMS

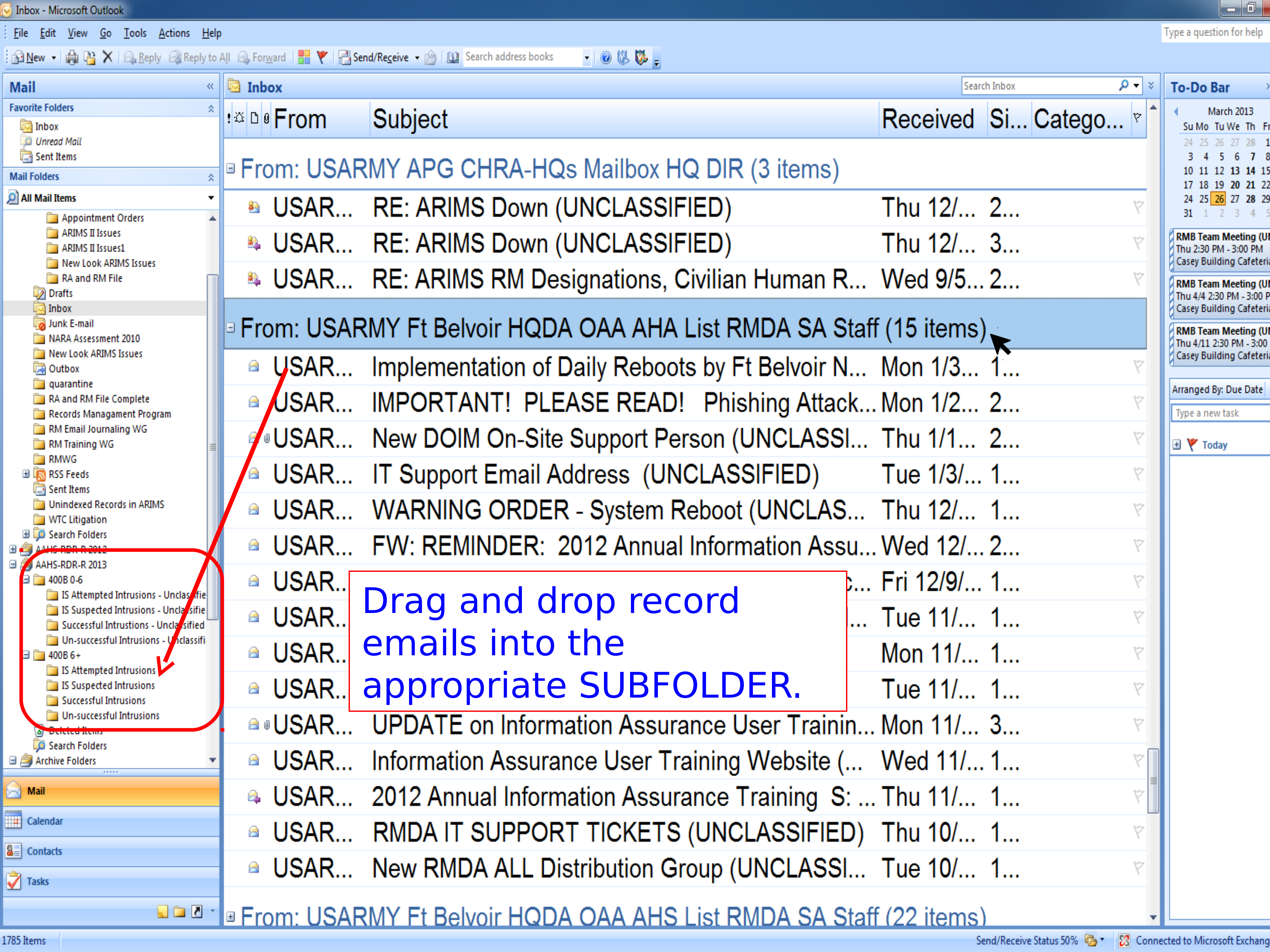
Army Records Information Management System

HOME
SE
TS
UPLOAD > BUL
Bulk Uploa
Document
ITES
Configuration
Folders
Legend
Log
Folder/File name
Upload Progress Bar
400A Perm
Perm
600B 6+
6+
RM Appointment Orders
400A 0-6
0-6
Update Folders
Begin Upload
Close

ARIMS
T will be
pgraded

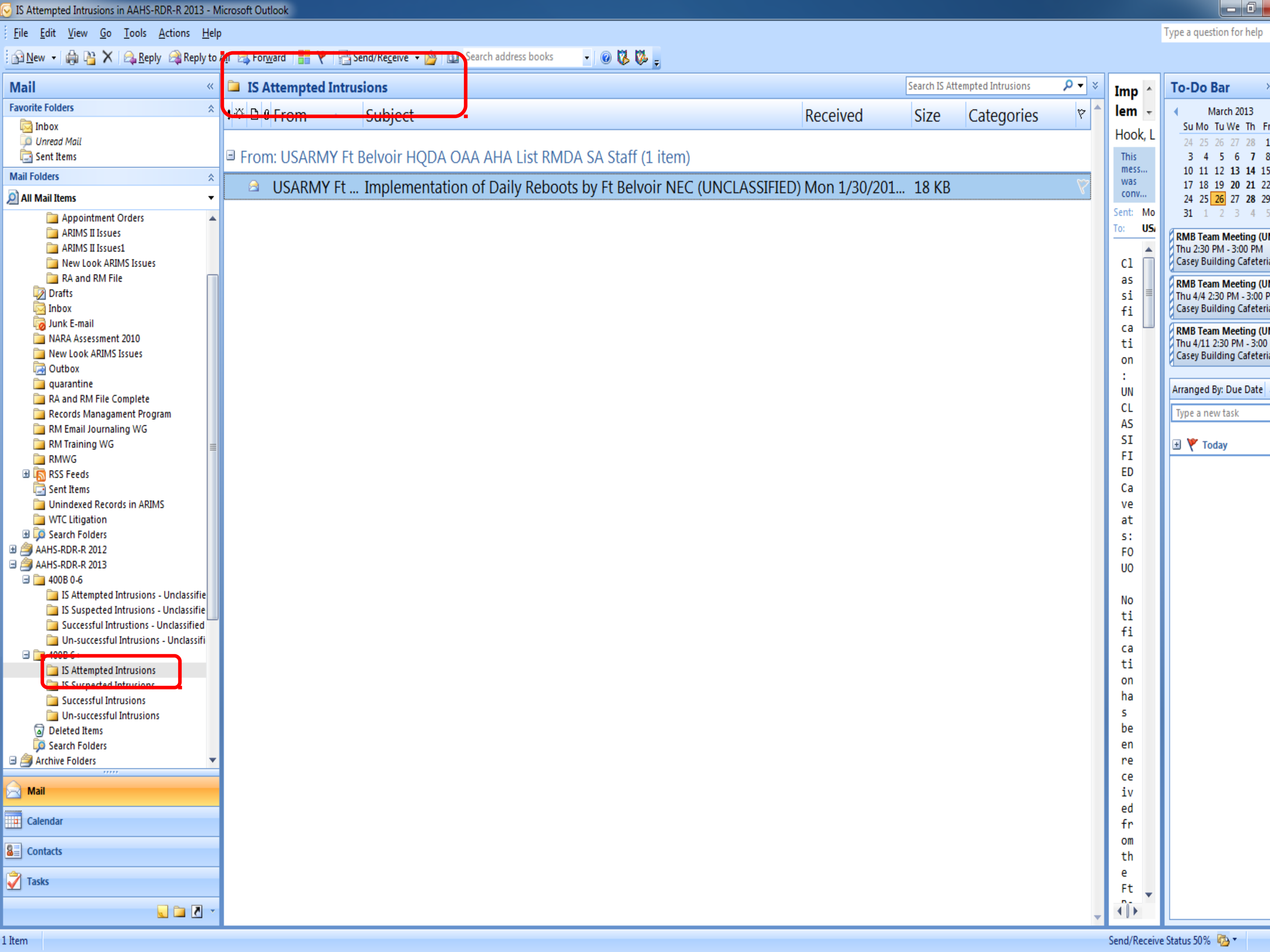
Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)


Inbox - Microsoft Outlook
File Edit View Go Tools Actions Help
Type a question for help
New
Reply
Reply to All
Forward
Send/Receive
Search address books
Mail
Favorite Folders
Inbox
Unread Mail
Sent Items
Mail Folders
All Mail Items
Appointment Orders
ARIMS II Issues
ARIMS II Issues1
New Look ARIMS Issues
RA and RM File
Drafts
Inbox
Junk E-mail
NARA Assessment 2010
New Look ARIMS Issues
Outbox
quarantine
RA and RM File Complete
Records Managment Program
RM Email Journaling WG
RM Training WG
RMWG
RSS Feeds
Sent Items
Unindexed Records in ARIMS
WTC Litigation
Search Folders
AAHS-RDR-R 2012
AAHS-RDR-R 2013
400B 0-6
IS Attempted Intrusions - Unclassifie
IS Suspected Intrusions - Unclassifie
Successful Intrustions - Unclassified
Un-successful Intrusions - Unclassifi
400B 6+
IS Attempted Intrusions
IS Suspected Intrusions
Successful Intrusions
Un-successful Intrusions
Deleted Items
Search Folders
Archive Folders
Mail
Calendar
Contacts
Tasks
Inbox
Search Inbox
To-Do Bar
March 2013
Su Mo Tu We Th Fr
24 25 26 27 28 1
3 4 5 6 7 8
10 11 12 13 14 15
17 18 19 20 21 22
24 25 26 27 28 29
31 1 2 3 4 5
RMB Team Meeting (U
Thu 2:30 PM - 3:00 PM
Casey Building Cafeteri
RMB Team Meeting (U
Thu 4/4 2:30 PM - 3:00 P
Casey Building Cafeteri
RMB Team Meeting (U
Thu 4/11 2:30 PM - 3:00
Casey Building Cafeteri
Arranged By: Due Date
Type a new task
Today
1785 Items
Send/Receive Status 50%
Connected to Microsoft Exchang

From	Subject	Received	Si...	Catego...
From: USARMY APG CHRA-HQs Mailbox HQ DIR (3 items)				
USAR...	RE: ARIMS Down (UNCLASSIFIED)	Thu 12/...	2...	
USAR...	RE: ARIMS Down (UNCLASSIFIED)	Thu 12/...	3...	
USAR...	RE: ARIMS RM Designations, Civilian Human R...	Wed 9/5...	2...	
From: USARMY Ft Belvoir HQDA OAA AHA List RMDA SA Staff (15 items)				
USAR...	Implementation of Daily Reboots by Ft Belvoir N...	Mon 1/3...	1...	
USAR...	IMPORTANT! PLEASE READ! Phishing Attack...	Mon 1/2...	2...	
USAR...	New DOIM On-Site Support Person (UNCLASSI...	Thu 1/1...	2...	
USAR...	IT Support Email Address (UNCLASSIFIED)	Tue 1/3/...	1...	
USAR...	WARNING ORDER - System Reboot (UNCLAS...	Thu 12/...	1...	
USAR...	FW: REMINDER: 2012 Annual Information Assu...	Wed 12/...	2...	
USAR...	c...	Fri 12/9/...	1...	
USAR...	...	Tue 11/...	1...	
USAR...		Mon 11/...	1...	
USAR...		Tue 11/...	1...	
USAR...	UPDATE on Information Assurance User Trainin...	Mon 11/...	3...	
USAR...	Information Assurance User Training Website (...	Wed 11/...	1...	
USAR...	2012 Annual Information Assurance Training S: ...	Thu 11/...	1...	
USAR...	RMDA IT SUPPORT TICKETS (UNCLASSIFIED)	Thu 10/...	1...	
USAR...	New RMDA ALL Distribution Group (UNCLASSI...	Tue 10/...	1...	
From: USARMY Ft Belvoir HQDA OAA AHS List RMDA SA Staff (22 items)				

Drag and drop record emails into the appropriate SUBFOLDER.


IS Attempted Intrusions in AAHS-RDR-R 2013 - Microsoft Outlook
File Edit View Go Tools Actions Help
New Reply Reply to All Forward Send/Receive Search address books
Type a question for help
Mail
Favorite Folders
Inbox
Unread Mail
Sent Items
Mail Folders
All Mail Items
Appointment Orders
ARIMS II Issues
ARIMS II Issues1
New Look ARIMS Issues
RA and RM File
Drafts
Inbox
Junk E-mail
NARA Assessment 2010
New Look ARIMS Issues
Outbox
quarantine
RA and RM File Complete
Records Managment Program
RM Email Journaling WG
RM Training WG
RMWG
RSS Feeds
Sent Items
Unindexed Records in ARIMS
WTC Litigation
Search Folders
AAHS-RDR-R 2012
AAHS-RDR-R 2013
400B 0-6
IS Attempted Intrusions - Unclassifie
IS Suspected Intrusions - Unclassifie
Successful Intrutions - Unclassified
Un-successful Intrusions - Unclassifi
400B 6
IS Attempted Intrusions
IS Suspected Intrusions
Successful Intrusions
Un-successful Intrusions
Deleted Items
Search Folders
Archive Folders
Mail
Calendar
Contacts
Tasks
IS Attempted Intrusions
Search IS Attempted Intrusions
From Subject Received Size Categories
To-Do Bar
March 2013
Su Mo Tu We Th Fr
24 25 26 27 28 1
3 4 5 6 7 8
10 11 12 13 14 15
17 18 19 20 21 22
24 25 26 27 28 29
31 1 2 3 4 5
Arranged By: Due Date
Type a new task
Today
1 Item
Send/Receive Status 50%

From: USARMY Ft Belvoir HQDA OAA AHA List RMDA SA Staff (1 item)

USARMY Ft ... Implementation of Daily Reboots by Ft Belvoir NEC (UNCLASSIFIED) Mon 1/30/201... 18 KB

Imp lem

Hook, L

This mess... was conv...

Sent: Mo

To: USA

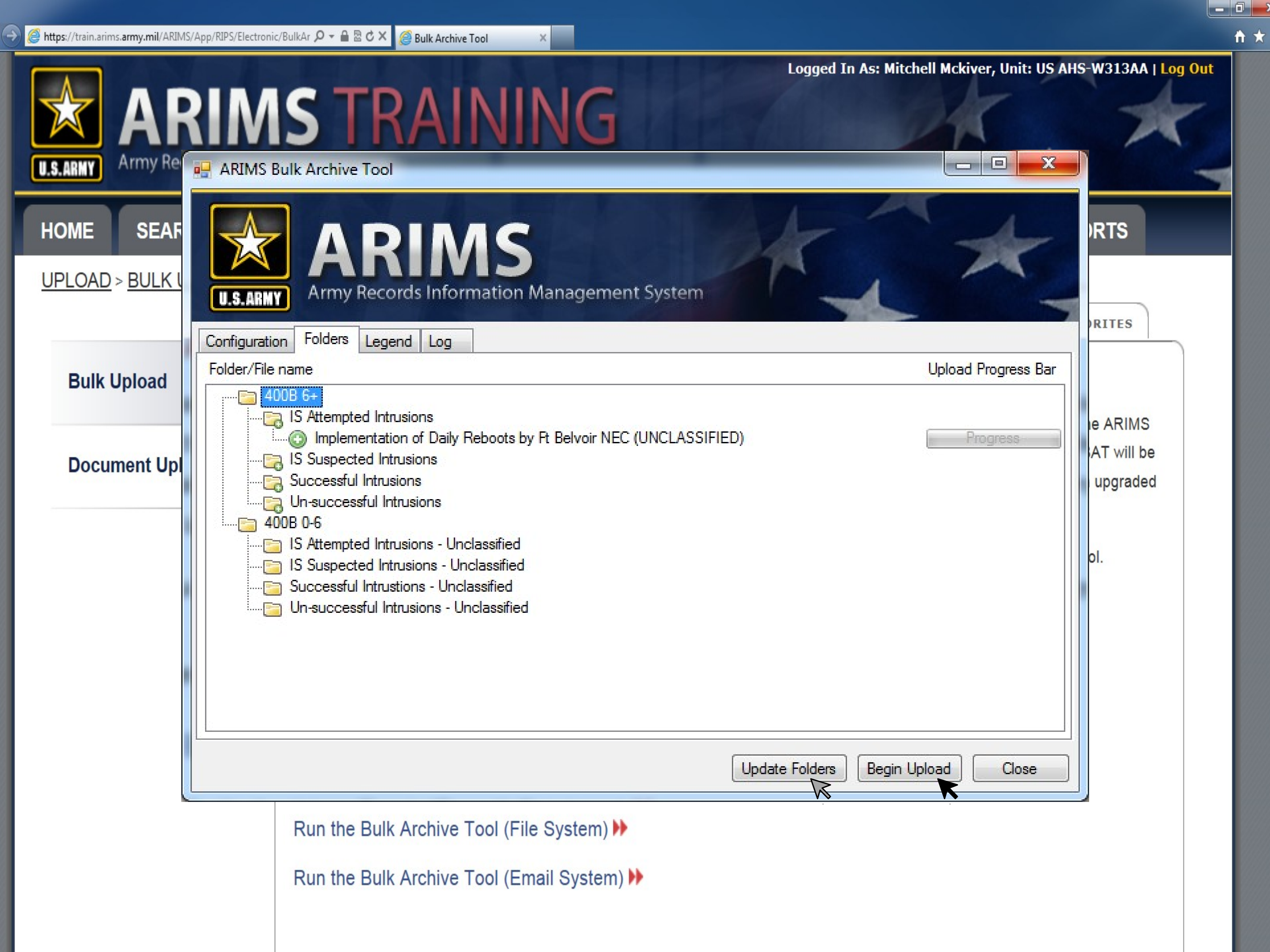
Classification: UNCLASSIFIED Caveats: FOUO

Notification has been received from the Ft

RMB Team Meeting (U
Thu 2:30 PM - 3:00 PM
Casey Building Cafeteri

RMB Team Meeting (U
Thu 4/4 2:30 PM - 3:00 P
Casey Building Cafeteri

RMB Team Meeting (U
Thu 4/11 2:30 PM - 3:00
Casey Building Cafeteri



https://train.arims.army.mil/ARIMS/App/RIPS/Electronic/BulkAr
Bulk Archive Tool
ARIMS TRAINING
Army Re
U.S.ARMY
HOME
SEAR
RTS
UPLOAD > BULK U
Bulk Upload
Document Upl
RITES
ARIMS Bulk Archive Tool
ARIMS
Army Records Information Management System
Configuration
Folders
Legend
Log
Folder/File name
Upload Progress Bar
Progress
Update Folders
Begin Upload
Close

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

- 400B 6+
  - IS Attempted Intrusions
    - Implementation of Daily Reboots by Ft Belvoir NEC (UNCLASSIFIED)
  - IS Suspected Intrusions
  - Successful Intrusions
  - Un-successful Intrusions
- 400B 0-6
  - IS Attempted Intrusions - Unclassified
  - IS Suspected Intrusions - Unclassified
  - Successful Intrustions - Unclassified
  - Un-successful Intrusions - Unclassified

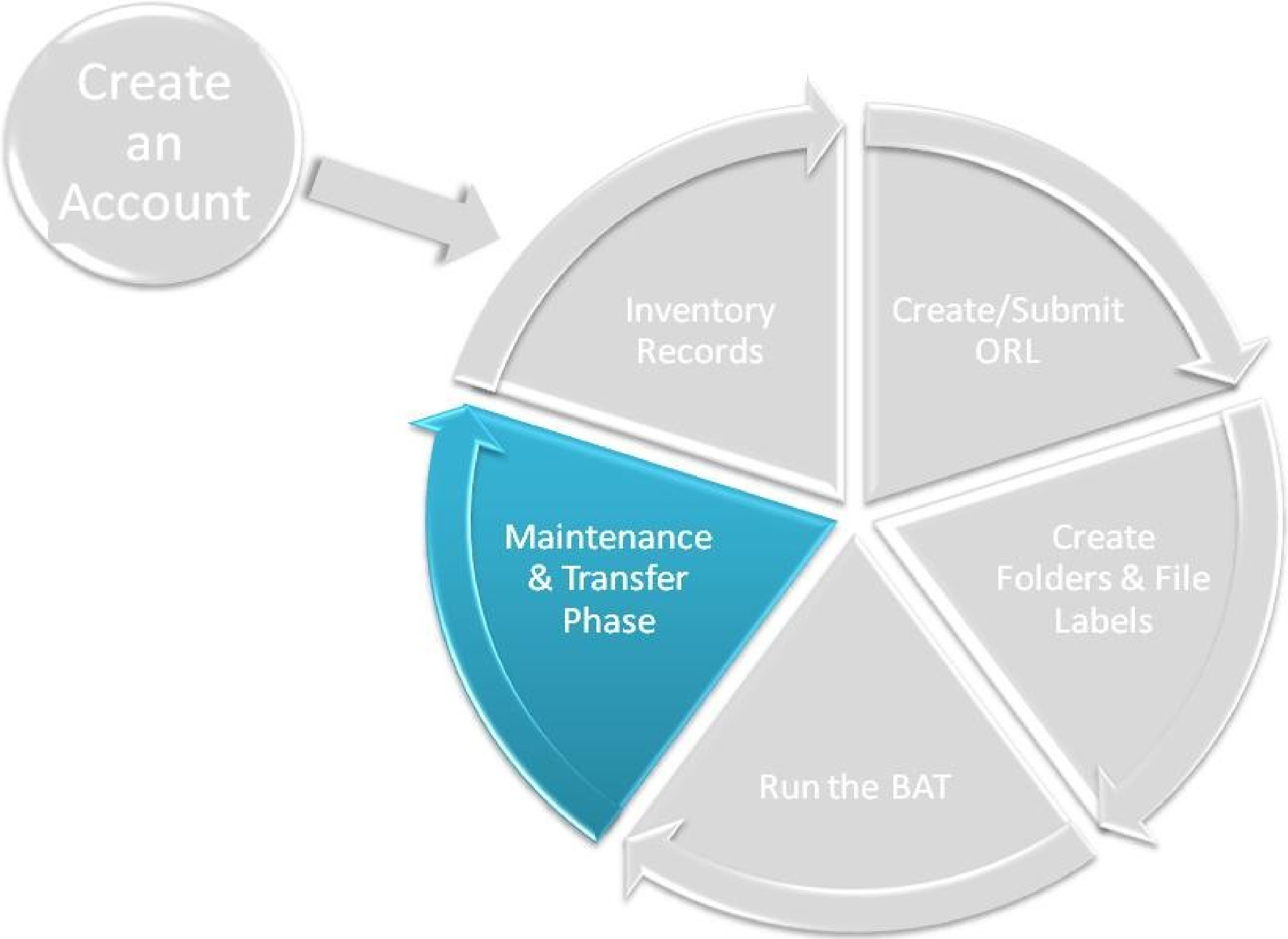
e ARIMS
AT will be
upgraded

ol.

Run the Bulk Archive Tool (File System)

Run the Bulk Archive Tool (Email System)

QUESTIONS



Create an Account

Inventory Records

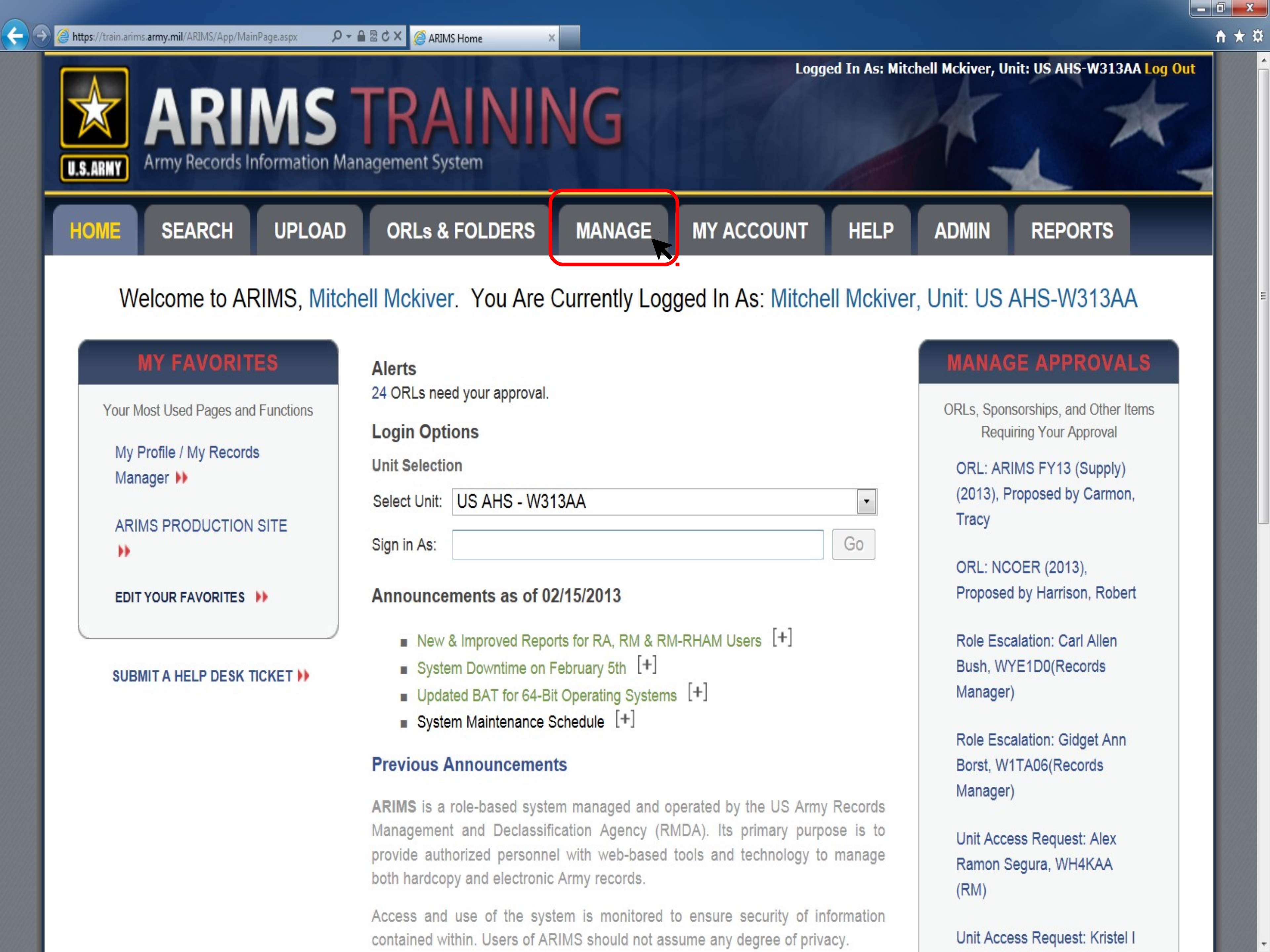
Create/Submit ORL

Create Folders & File Labels

Run the BAT

Maintenance & Transfer Phase

Transferring Long Term and Permanent Records


https://train.arims.army.mil/ARIMS/App/MainPage.aspx
ARIMS Home
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
Go

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager ▸▸

ARIMS PRODUCTION SITE ▸▸

EDIT YOUR FAVORITES ▸▸

SUBMIT A HELP DESK TICKET ▸▸

Alerts

24 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

Sign in As:

Announcements as of 02/15/2013

- New & Improved Reports for RA, RM & RM-RHAM Users [+]
- System Downtime on February 5th [+]
- Updated BAT for 64-Bit Operating Systems [+]
- System Maintenance Schedule [+]

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

MANAGE APPROVALS

ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: ARIMS FY13 (Supply) (2013), Proposed by Carmon, Tracy

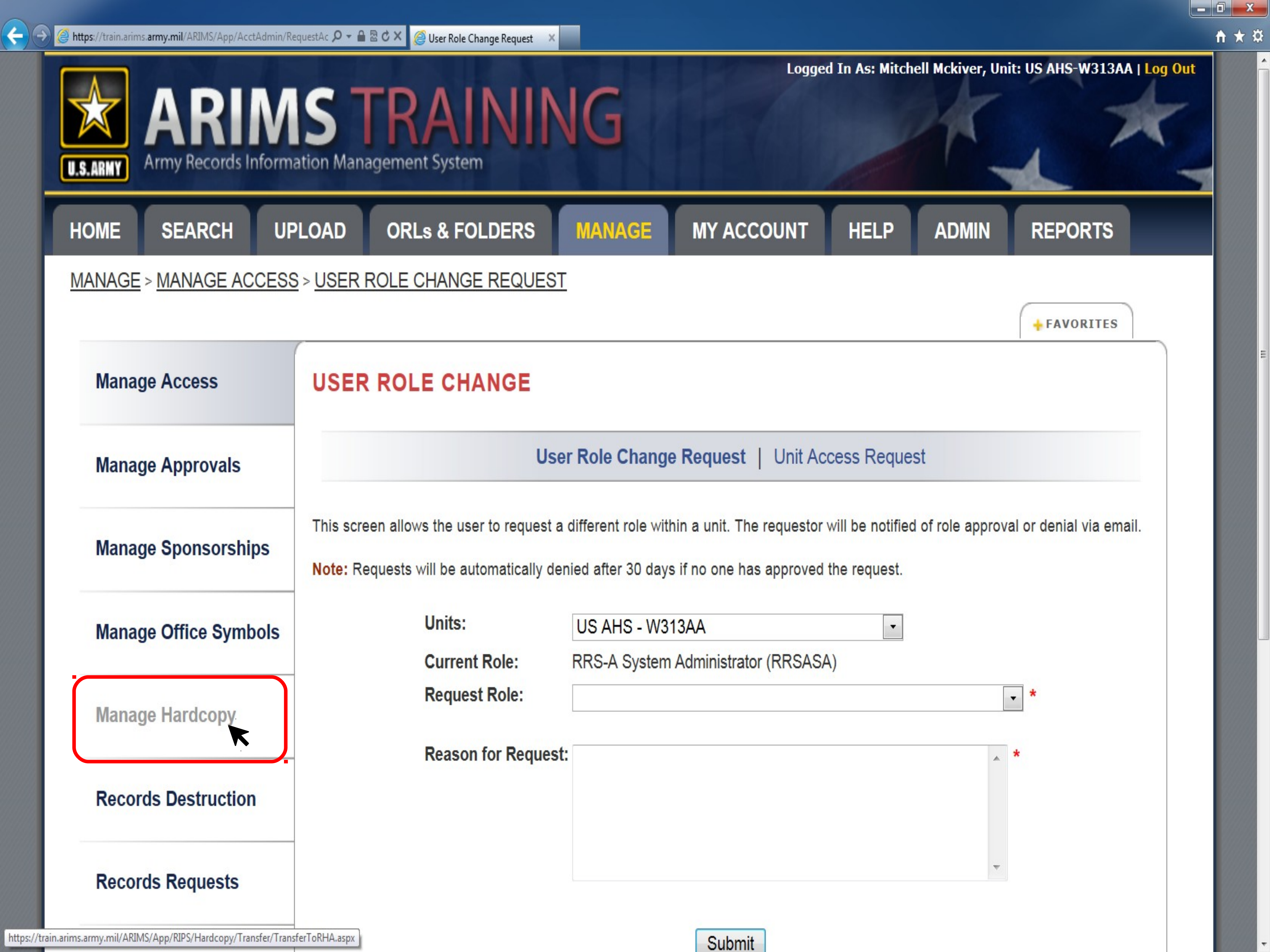
ORL: NCOER (2013), Proposed by Harrison, Robert

Role Escalation: Carl Allen Bush, WYE1D0(Records Manager)

Role Escalation: Gidget Ann Borst, W1TA06(Records Manager)

Unit Access Request: Alex Ramon Segura, WH4KAA (RM)

Unit Access Request: Kristel I



https://train.arims.army.mil/ARIMS/App/AcctAdmin/RequestAc
User Role Change Request
Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
MANAGE > MANAGE ACCESS > USER ROLE CHANGE REQUEST
FAVORITES
Manage Access
Manage Approvals
Manage Sponsorships
Manage Office Symbols
Manage Hardcopy
Records Destruction
Records Requests
User Role Change Request | Unit Access Request
Submit
https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transfer/TransferToRHA.aspx

USER ROLE CHANGE

This screen allows the user to request a different role within a unit. The requestor will be notified of role approval or denial via email.

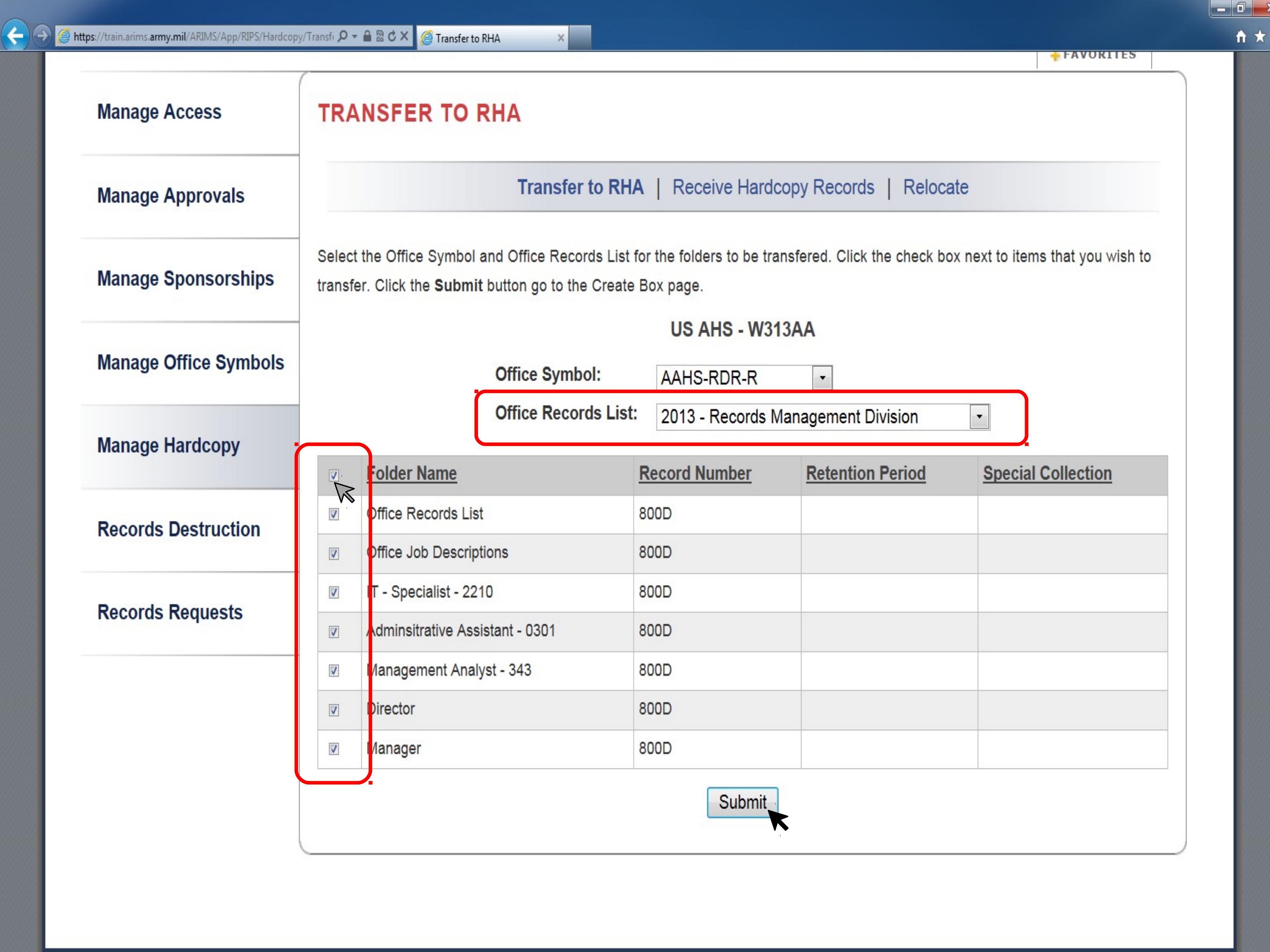
Note: Requests will be automatically denied after 30 days if no one has approved the request.

Units: US AHS - W313AA

Current Role: RRS-A System Administrator (RRSASA)

Request Role: *

Reason for Request: *


https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transf
Transfer to RHA
FAVORITES
Manage Access
Manage Approvals
Manage Sponsorships
Manage Office Symbols
Manage Hardcopy
Records Destruction
Records Requests
Transfer to RHA | Receive Hardcopy Records | Relocate
Submit

TRANSFER TO RHA

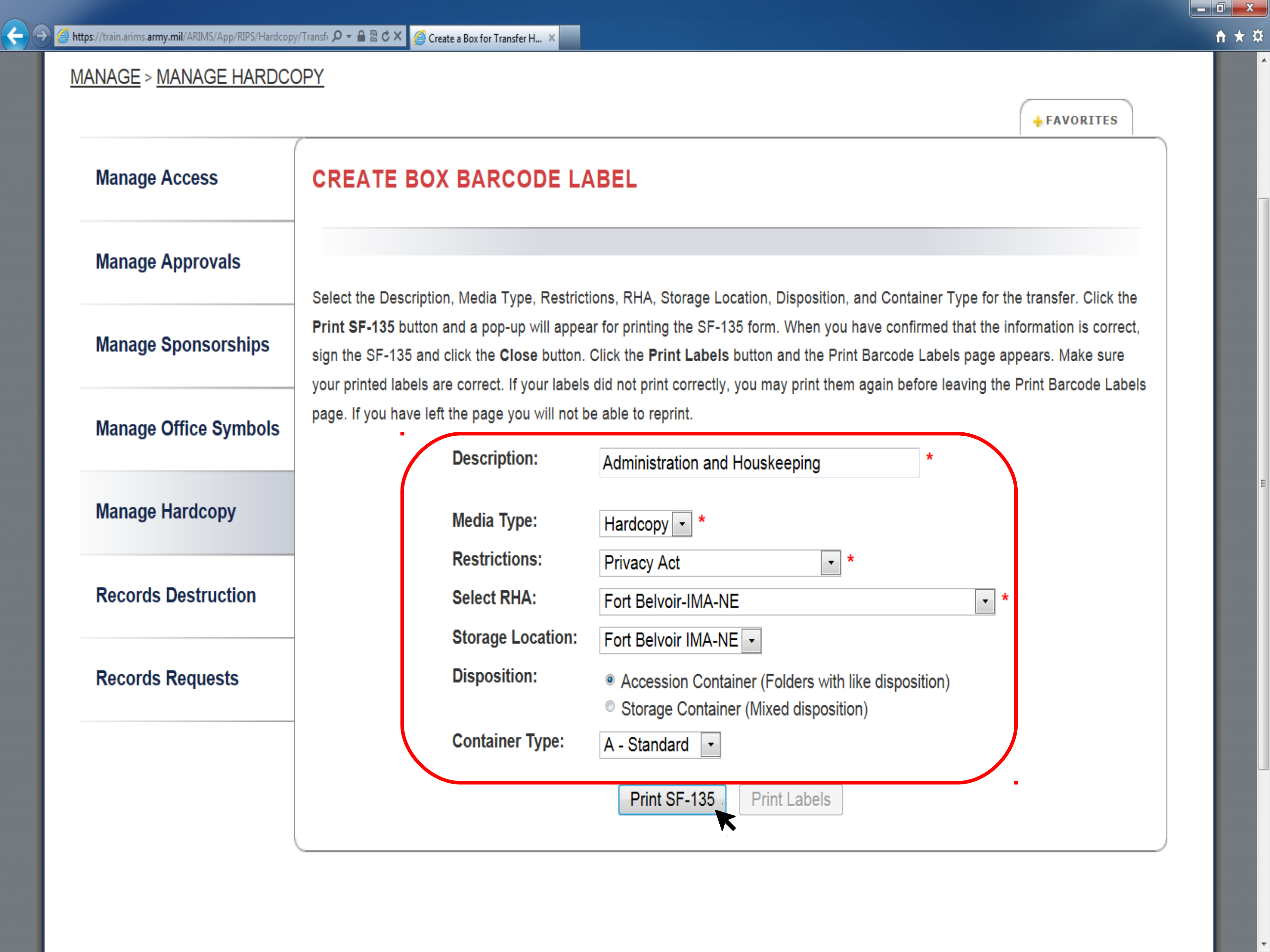
Select the Office Symbol and Office Records List for the folders to be transfered. Click the check box next to items that you wish to transfer. Click the **Submit** button go to the Create Box page.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2013 - Records Management Division

☑	Folder Name	Record Number	Retention Period	Special Collection
☑	Office Records List	800D		
☑	Office Job Descriptions	800D		
☑	IT - Specialist - 2210	800D		
☑	Adminsitrative Assistant - 0301	800D		
☑	Management Analyst - 343	800D		
☑	Director	800D		
☑	Manager	800D		



https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transf
Create a Box for Transfer H...
MANAGE > MANAGE HARDCOPY
FAVORITES
Manage Access
Manage Approvals
Manage Sponsorships
Manage Office Symbols
Manage Hardcopy
Records Destruction
Records Requests

CREATE BOX BARCODE LABEL

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the **Print SF-135** button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the **Close** button. Click the **Print Labels** button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint.

Description: Administration and Houskeeping *

Media Type: Hardcopy *

Restrictions: Privacy Act *

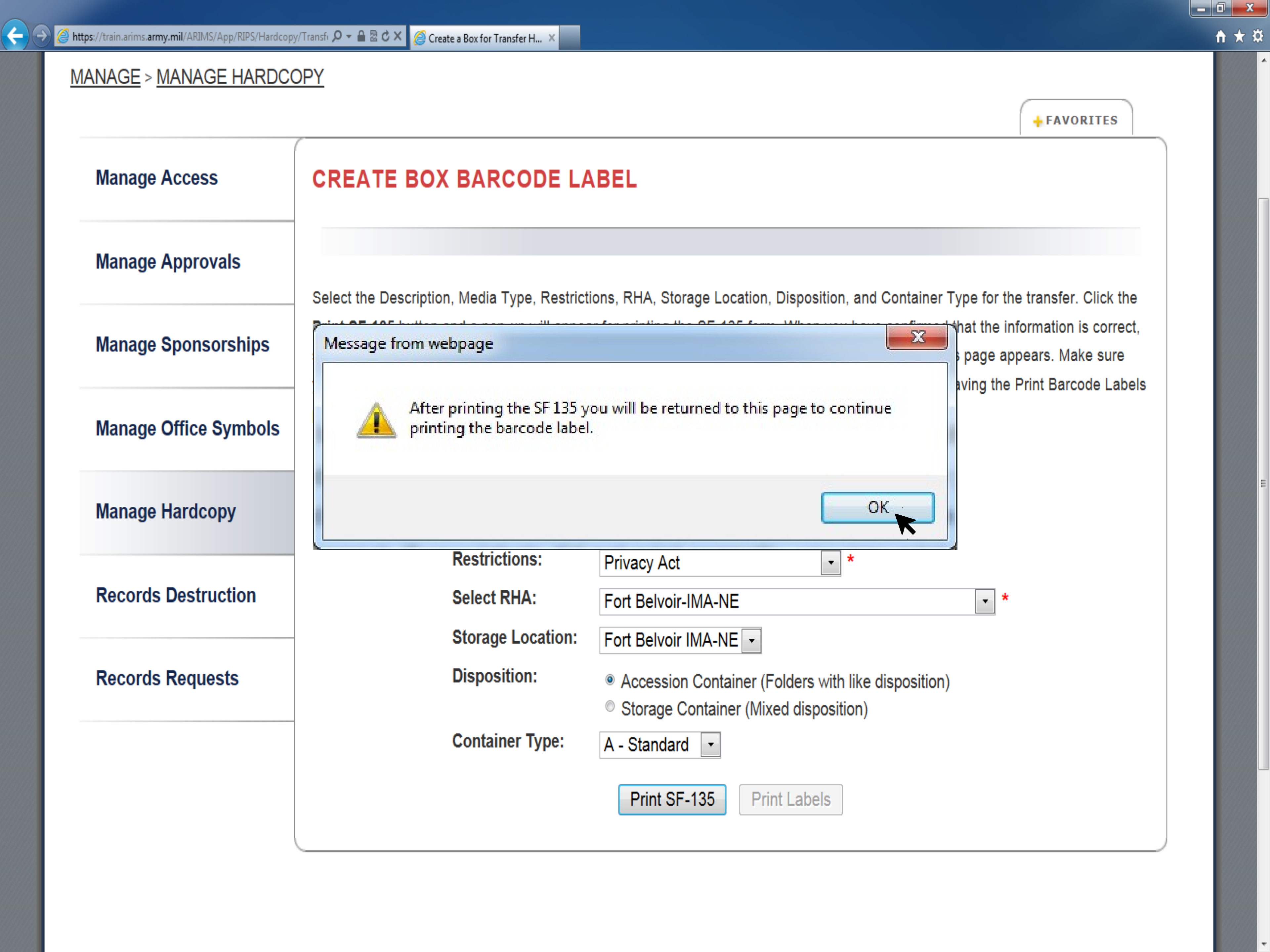
Select RHA: Fort Belvoir-IMA-NE *

Storage Location: Fort Belvoir IMA-NE

Disposition:
● Accession Container (Folders with like disposition)
○ Storage Container (Mixed disposition)

Container Type: A - Standard

Print SF-135
Print Labels


https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transf
Create a Box for Transfer H...
MANAGE > MANAGE HARDCOPY
FAVORITES
Manage Access
Manage Approvals
Manage Sponsorships
Manage Office Symbols
Manage Hardcopy
Records Destruction
Records Requests

CREATE BOX BARCODE LABEL

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the
hat the information is correct,
page appears. Make sure
ving the Print Barcode Labels

Message from webpage

After printing the SF 135 you will be returned to this page to continue printing the barcode label.

OK

Restrictions: Privacy Act *

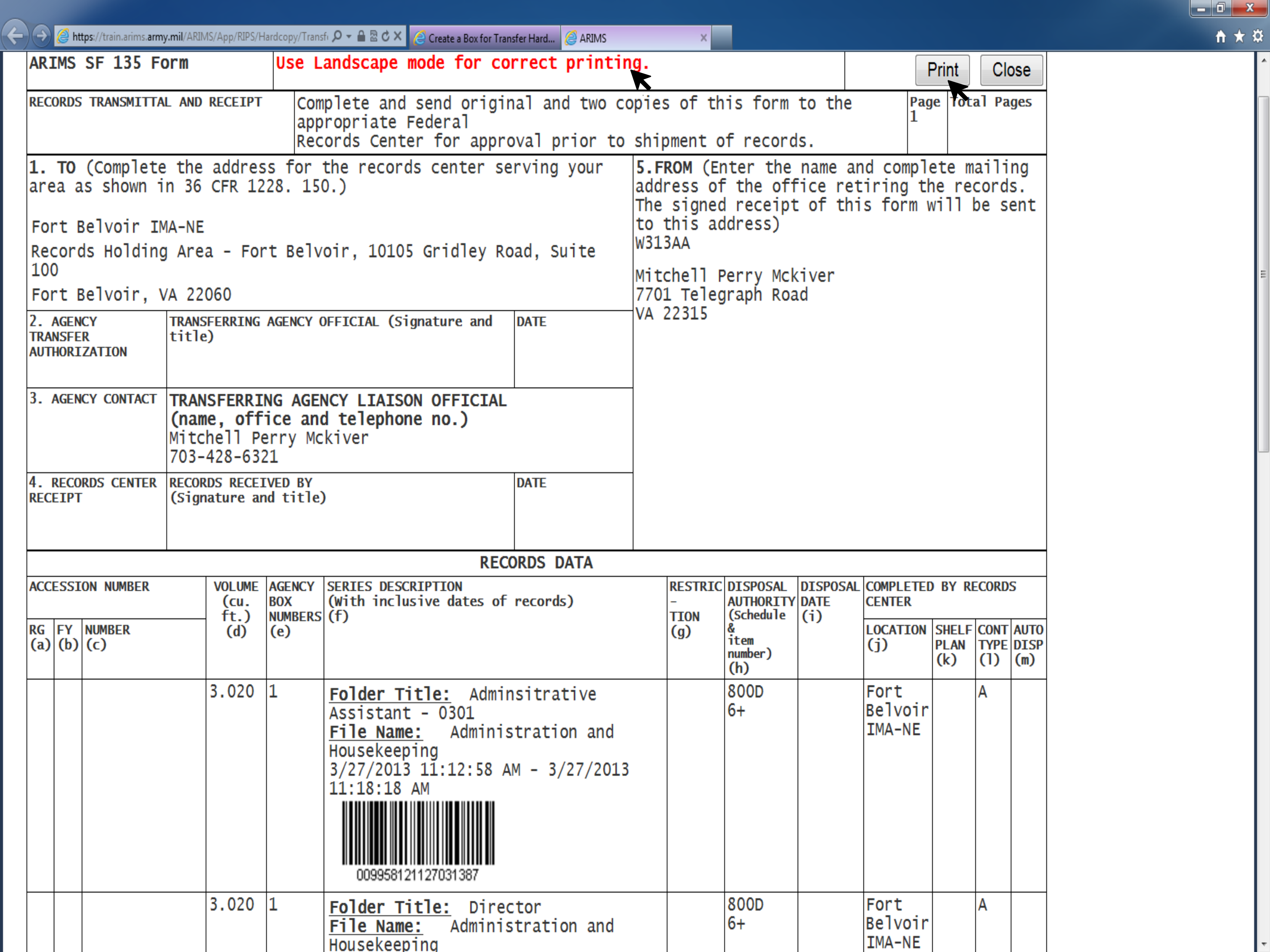
Select RHA: Fort Belvoir-IMA-NE *

Storage Location: Fort Belvoir IMA-NE

Disposition:
● Accession Container (Folders with like disposition)
○ Storage Container (Mixed disposition)

Container Type: A - Standard

Print SF-135
Print Labels


https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transf
Create a Box for Transfer Hard...
ARIMS
Print
Close

ARIMS SF 135 Form

Use Landscape mode for correct printing.

RECORDS TRANSMITTAL AND RECEIPT	Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records.	Page 1	Total Pages

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228. 150.)

Fort Belvoir IMA-NE
Records Holding Area - Fort Belvoir, 10105 Gridley Road, Suite 100
Fort Belvoir, VA 22060

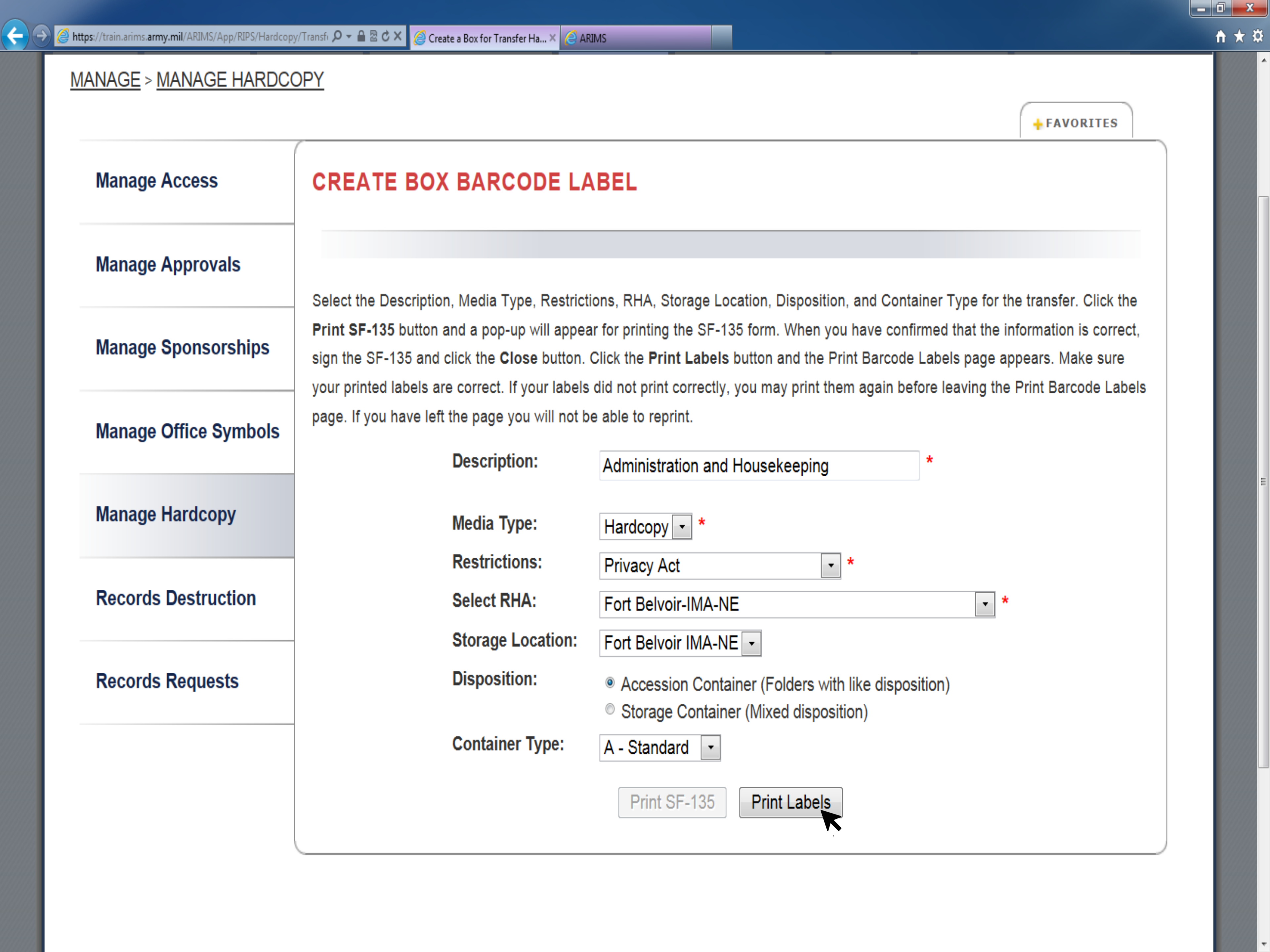
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title)	DATE
3. AGENCY CONTACT	**TRANSFERRING AGENCY LIAISON OFFICIAL (name, office and telephone no.)** Mitchell Perry Mckiver 703-428-6321	
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE

5.FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)
W313AA

Mitchell Perry Mckiver
7701 Telegraph Road
VA 22315

RECORDS DATA

ACCESSION NUMBER			VOLUME (cu. ft.) (d)	AGENCY BOX NUMBERS (e)	SERIES DESCRIPTION (With inclusive dates of records) (f)	RESTRIC-TION (g)	DISPOSAL AUTHORITY (Schedule & item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER			
RG (a)	FY (b)	NUMBER (c)							LOCATION (j)	SHELF PLAN (k)	CONT TYPE (l)	AUTO DISP (m)
			3.020	1	**Folder Title:** Adminsitrative Assistant - 0301 **File Name:** Administration and Housekeeping 3/27/2013 11:12:58 AM - 3/27/2013 11:18:18 AM 009958121127031387		800D 6+		Fort Belvoir IMA-NE		A	
			3.020	1	**Folder Title:** Director **File Name:** Administration and Housekeeping		800D 6+		Fort Belvoir IMA-NE		A	


https://train.arims.army.mil/ARIMS/App/RIPS/Hardcopy/Transf
Create a Box for Transfer Ha...
ARIMS
MANAGE > MANAGE HARDCOPY
FAVORITES
Manage Access
Manage Approvals
Manage Sponsorships
Manage Office Symbols
Manage Hardcopy
Records Destruction
Records Requests

CREATE BOX BARCODE LABEL

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Description: Administration and Housekeeping *

Media Type: Hardcopy *

Restrictions: Privacy Act *

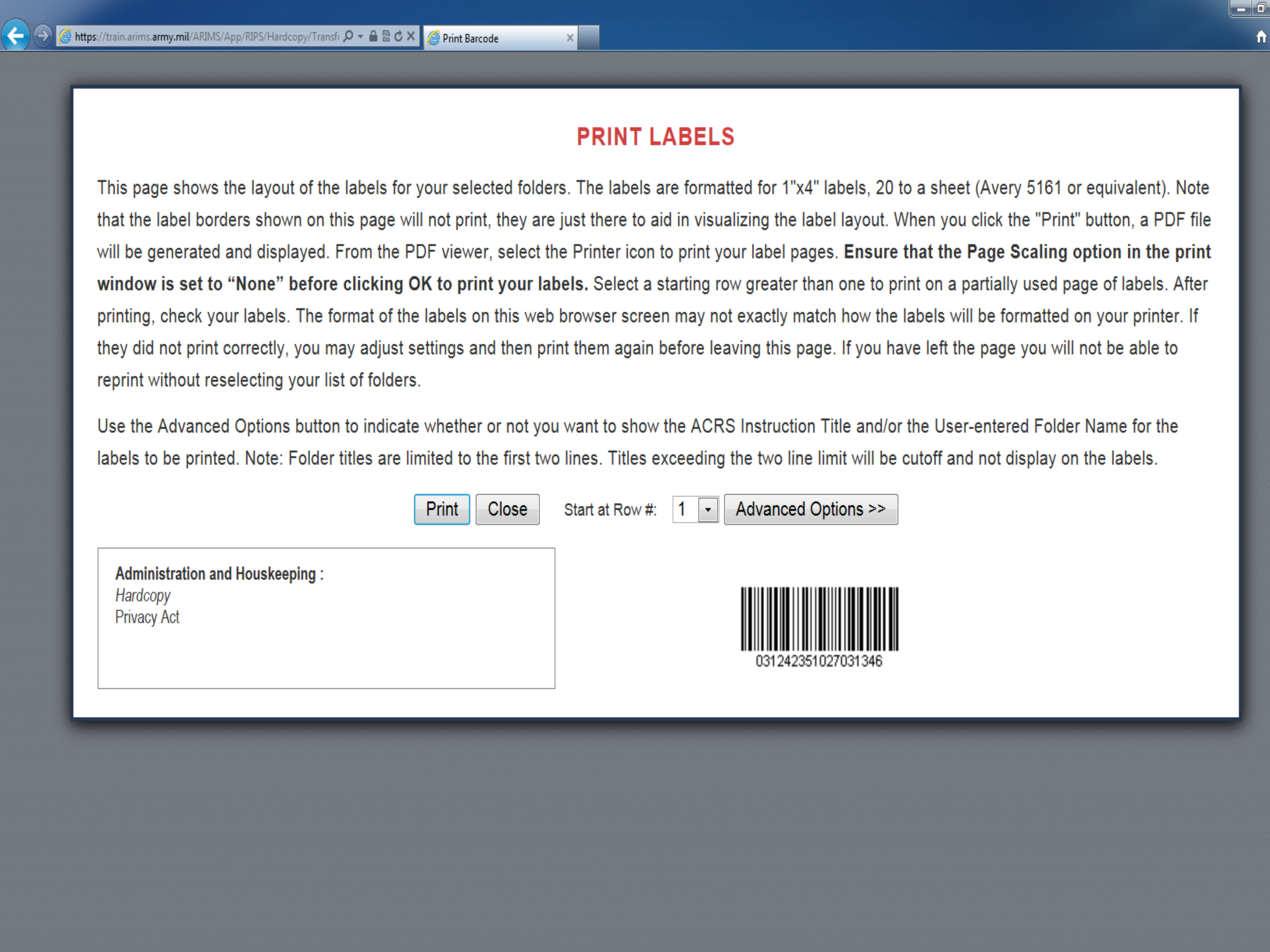
Select RHA: Fort Belvoir-IMA-NE *

Storage Location: Fort Belvoir IMA-NE

Disposition:
● Accession Container (Folders with like disposition)
○ Storage Container (Mixed disposition)

Container Type: A - Standard

Print SF-135
Print Labels



PRINT LABELS

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to “None” before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #: 1

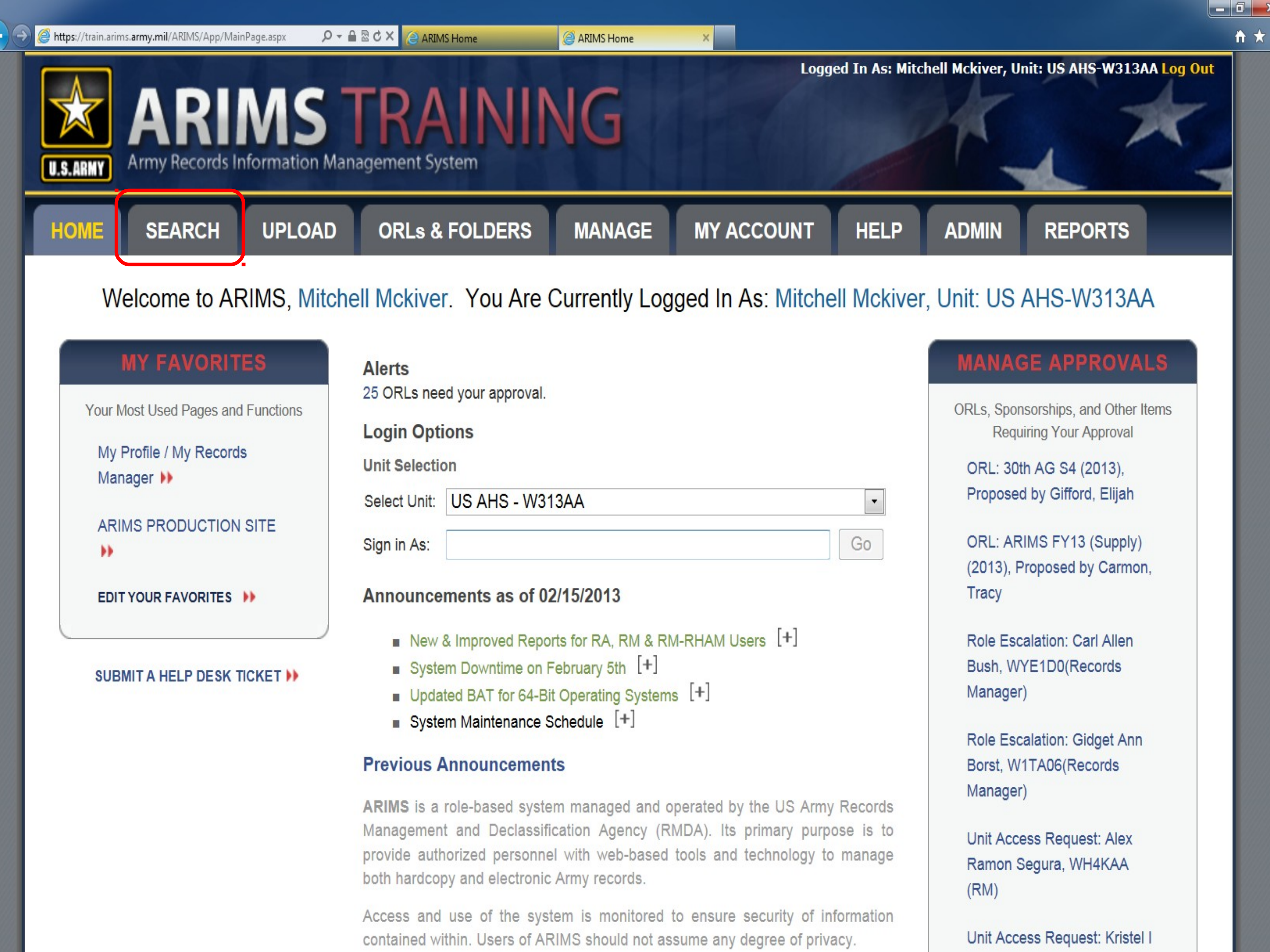
Administration and Houskeeping :
Hardcopy
Privacy Act

031242351027031346

The Army Electronic Archive (AEA)

AEA Description

The AEA is a searchable archive that allows authorized users to retrieve, request access to, or request destruction of electronic records that have been uploaded into the AEA.


https://train.arims.army.mil/ARIMS/App/MainPage.aspx
ARIMS Home
ARIMS Home
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
Go

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA Log Out

Welcome to ARIMS, Mitchell Mckiver. You Are Currently Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA

MY FAVORITES

Your Most Used Pages and Functions

My Profile / My Records Manager

ARIMS PRODUCTION SITE

EDIT YOUR FAVORITES

SUBMIT A HELP DESK TICKET

Alerts

25 ORLs need your approval.

Login Options

Unit Selection

Select Unit: US AHS - W313AA

Sign in As:

Announcements as of 02/15/2013

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ORLs, Sponsorships, and Other Items Requiring Your Approval

ORL: 30th AG S4 (2013), Proposed by Gifford, Elijah

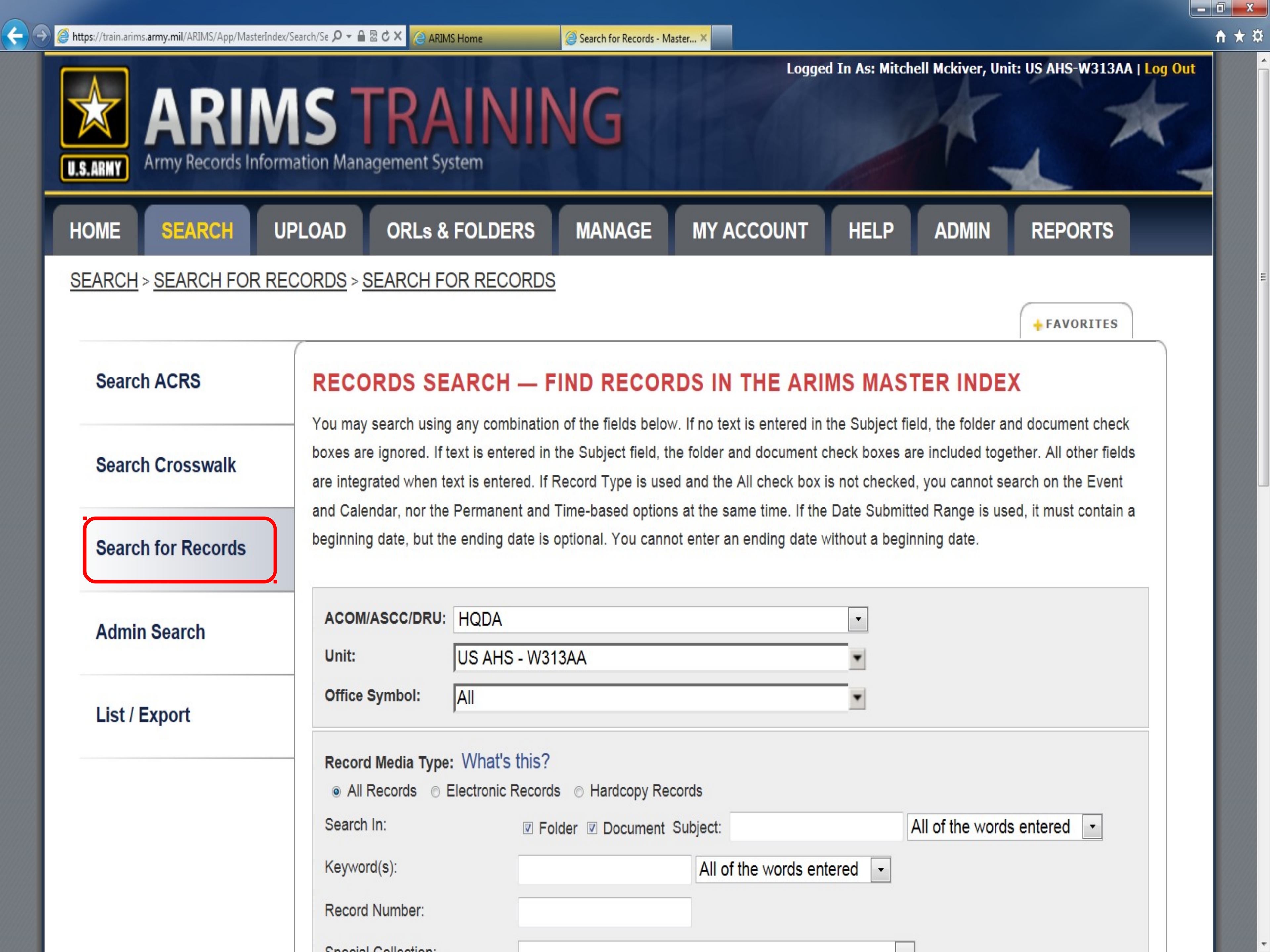
ORL: ARIMS FY13 (Supply) (2013), Proposed by Carmon, Tracy

Role Escalation: Carl Allen Bush, WYE1D0(Records Manager)

Role Escalation: Gidget Ann Borst, W1TA06(Records Manager)

Unit Access Request: Alex Ramon Segura, WH4KAA (RM)

Unit Access Request: Kristel I


https://train.arims.army.mil/ARIMS/App/MasterIndex/Search/Se
ARIMS Home
Search for Records - Master...
U.S. ARMY
ARIMS TRAINING
Army Records Information Management System
HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS
FAVORITES
Search ACRS
Search Crosswalk
Search for Records
Admin Search
List / Export
What's this?

Logged In As: Mitchell Mckiver, Unit: US AHS-W313AA | Log Out

SEARCH > SEARCH FOR RECORDS > SEARCH FOR RECORDS

RECORDS SEARCH — FIND RECORDS IN THE ARIMS MASTER INDEX

You may search using any combination of the fields below. If no text is entered in the Subject field, the folder and document check boxes are ignored. If text is entered in the Subject field, the folder and document check boxes are included together. All other fields are integrated when text is entered. If Record Type is used and the All check box is not checked, you cannot search on the Event and Calendar, nor the Permanent and Time-based options at the same time. If the Date Submitted Range is used, it must contain a beginning date, but the ending date is optional. You cannot enter an ending date without a beginning date.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: All

Record Media Type:

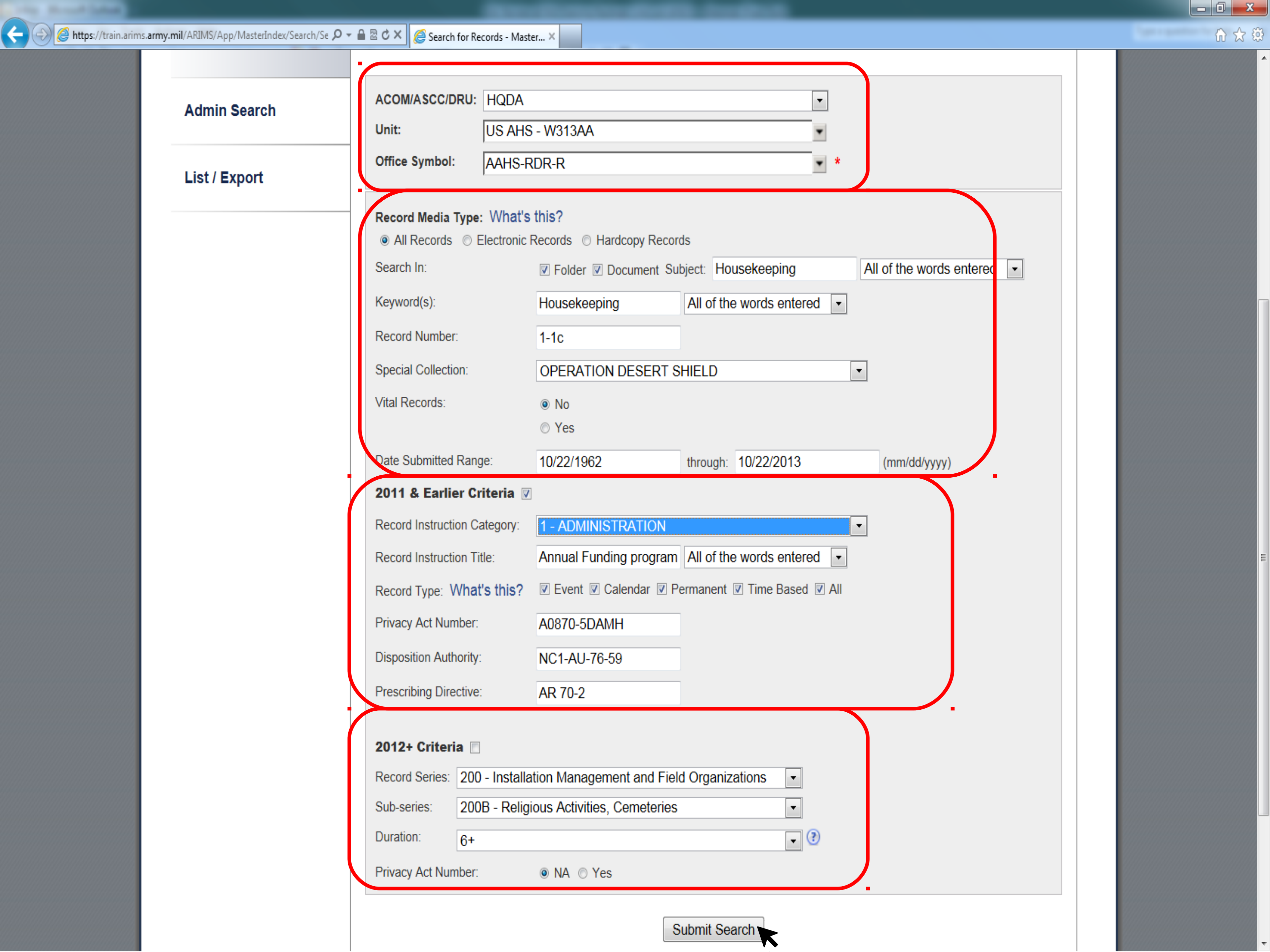
● All Records ○ Electronic Records ○ Hardcopy Records

Search In: ☑ Folder ☑ Document Subject: All of the words entered

Keyword(s): All of the words entered

Record Number:

Special Collection:


https://train.arims.army.mil/ARIMS/App/MasterIndex/Search/Se
Search for Records - Master...
Admin Search
List / Export
Submit Search

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-RDR-R *

Record Media Type: What's this?

● All Records ○ Electronic Records ○ Hardcopy Records

Search In: ☑ Folder ☑ Document Subject: Housekeeping All of the words entered

Keyword(s): Housekeeping All of the words entered

Record Number: 1-1c

Special Collection: OPERATION DESERT SHIELD

Vital Records: ● No ○ Yes

Date Submitted Range: 10/22/1962 through: 10/22/2013 (mm/dd/yyyy)

2011 & Earlier Criteria ☑

Record Instruction Category: 1 - ADMINISTRATION

Record Instruction Title: Annual Funding program All of the words entered

Record Type: What's this? ☑ Event ☑ Calendar ☑ Permanent ☑ Time Based ☑ All

Privacy Act Number: A0870-5DAMH

Disposition Authority: NC1-AU-76-59

Prescribing Directive: AR 70-2

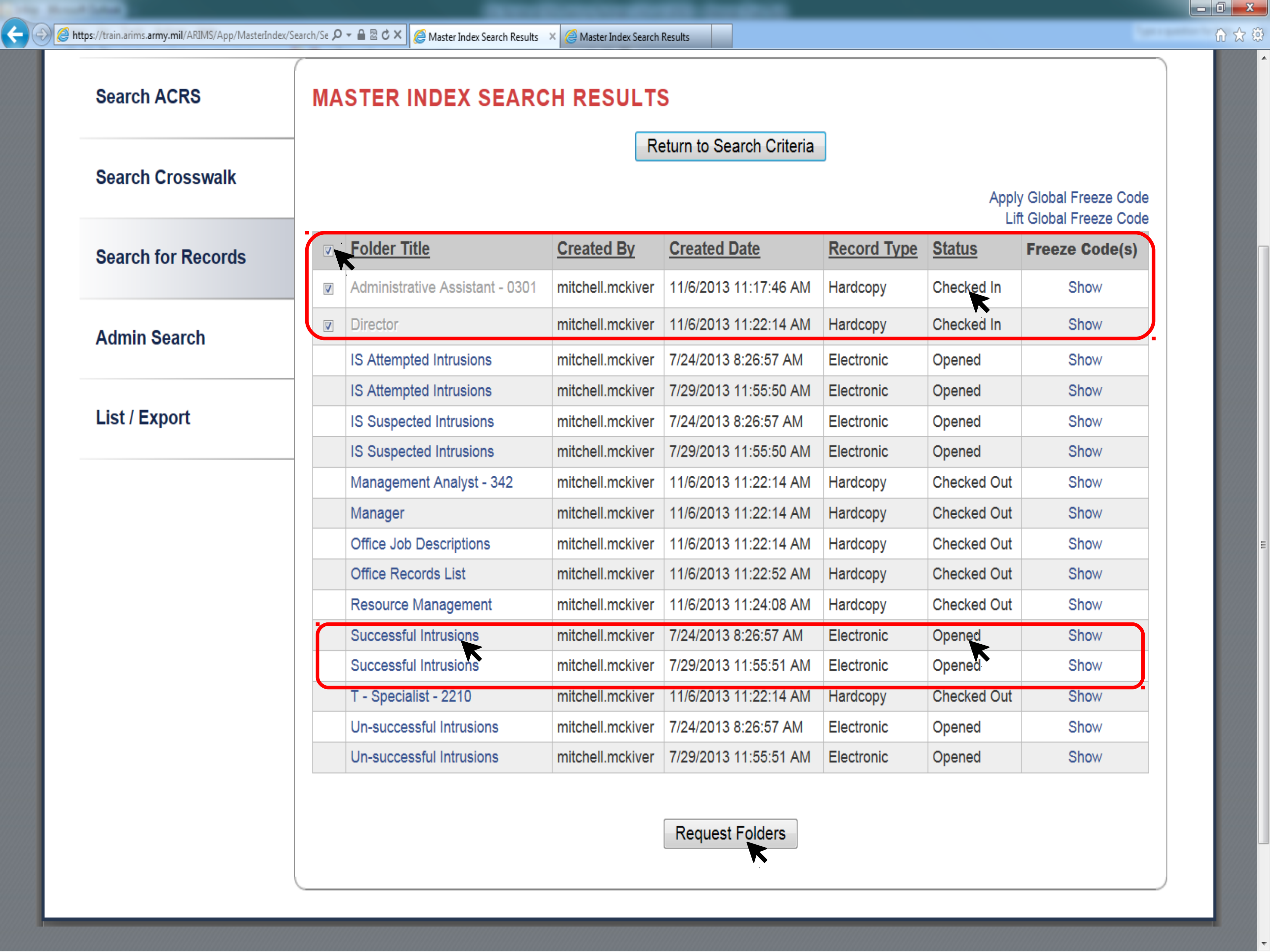
2012+ Criteria ☐

Record Series: 200 - Installation Management and Field Organizations

Sub-series: 200B - Religious Activities, Cemeteries

Duration: 6+

Privacy Act Number: ● NA ○ Yes

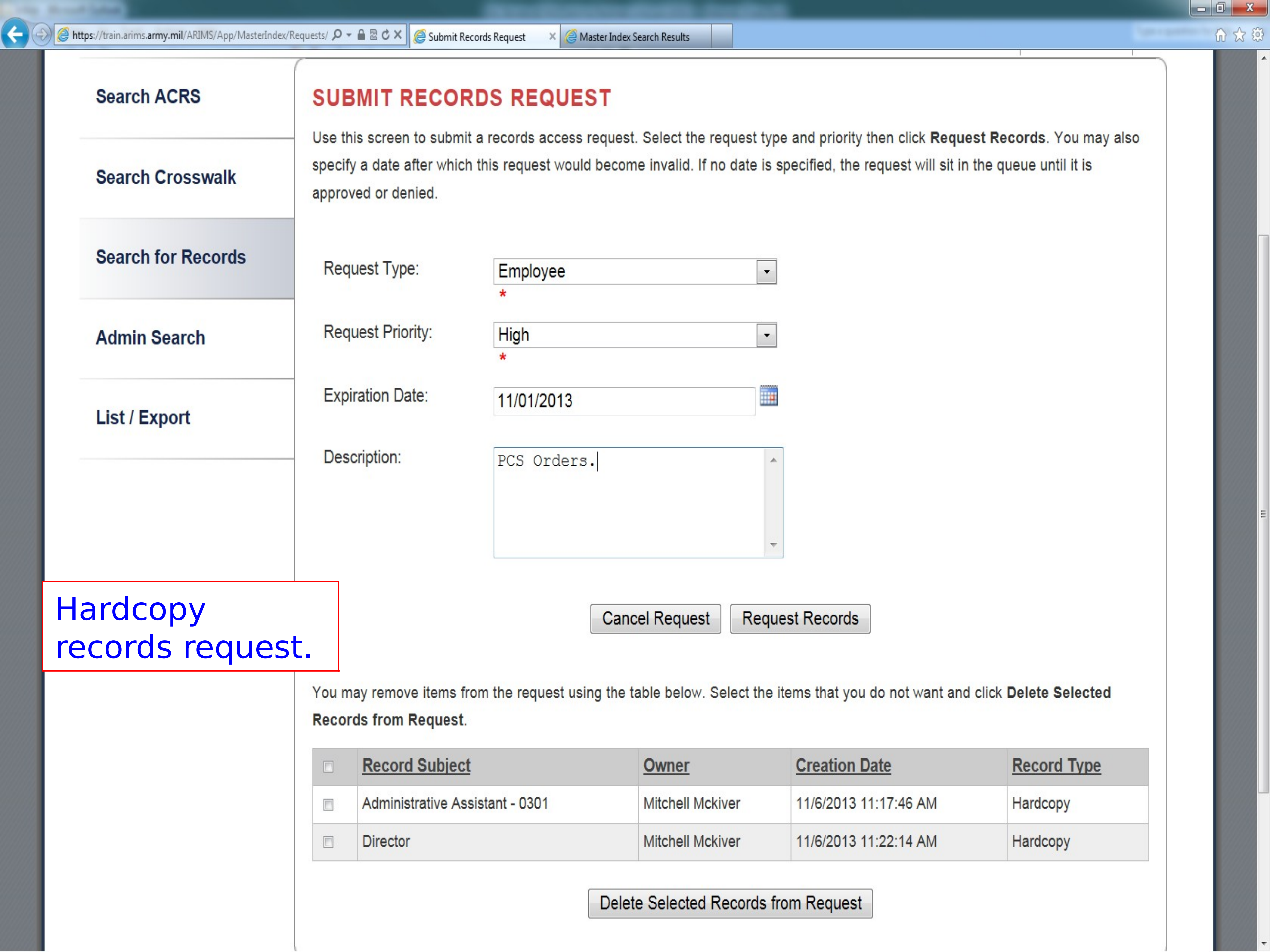

https://train.arims.army.mil/ARIMS/App/MasterIndex/Search/Se
Master Index Search Results
Master Index Search Results
Search ACRS
Search Crosswalk
Search for Records
Admin Search
List / Export

MASTER INDEX SEARCH RESULTS

Return to Search Criteria
Apply Global Freeze Code
Lift Global Freeze Code

☑	Folder Title	Created By	Created Date	Record Type	Status	Freeze Code(s)
☑	Administrative Assistant - 0301	mitchell.mckiver	11/6/2013 11:17:46 AM	Hardcopy	Checked In	Show
☑	Director	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked In	Show
	IS Attempted Intrusions	mitchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
	IS Attempted Intrusions	mitchell.mckiver	7/29/2013 11:55:50 AM	Electronic	Opened	Show
	IS Suspected Intrusions	mitchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
	IS Suspected Intrusions	mitchell.mckiver	7/29/2013 11:55:50 AM	Electronic	Opened	Show
	Management Analyst - 342	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
	Manager	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
	Office Job Descriptions	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
	Office Records List	mitchell.mckiver	11/6/2013 11:22:52 AM	Hardcopy	Checked Out	Show
	Resource Management	mitchell.mckiver	11/6/2013 11:24:08 AM	Hardcopy	Checked Out	Show
	Successful Intrusions	mitchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
	Successful Intrusions	mitchell.mckiver	7/29/2013 11:55:51 AM	Electronic	Opened	Show
	T - Specialist - 2210	mitchell.mckiver	11/6/2013 11:22:14 AM	Hardcopy	Checked Out	Show
	Un-successful Intrusions	mitchell.mckiver	7/24/2013 8:26:57 AM	Electronic	Opened	Show
	Un-successful Intrusions	mitchell.mckiver	7/29/2013 11:55:51 AM	Electronic	Opened	Show

Request Folders


https://train.arims.army.mil/ARIMS/App/MasterIndex/Requests/
Submit Records Request
Master Index Search Results
Search ACRS
Search Crosswalk
Search for Records
Admin Search
List / Export
Cancel Request
Request Records
Delete Selected Records from Request

SUBMIT RECORDS REQUEST

Use this screen to submit a records access request. Select the request type and priority then click **Request Records**. You may also specify a date after which this request would become invalid. If no date is specified, the request will sit in the queue until it is approved or denied.

Request Type: Employee *

Request Priority: High *

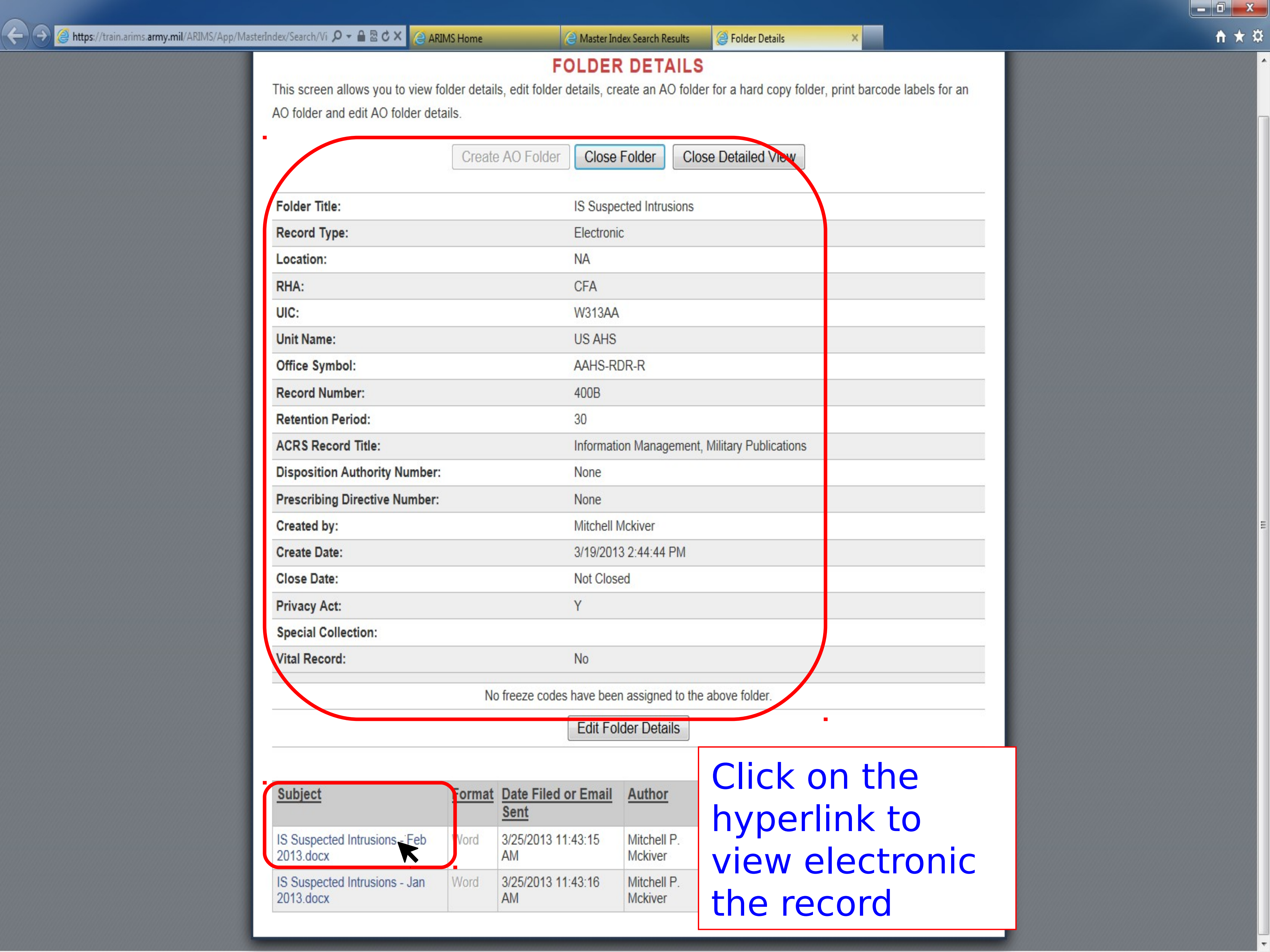
Expiration Date: 11/01/2013

Description: PCS Orders.

You may remove items from the request using the table below. Select the items that you do not want and click **Delete Selected Records from Request**.

☐	Record Subject	Owner	Creation Date	Record Type
☐	Administrative Assistant - 0301	Mitchell Mckiver	11/6/2013 11:17:46 AM	Hardcopy
☐	Director	Mitchell Mckiver	11/6/2013 11:22:14 AM	Hardcopy

Hardcopy records request.


https://train.arims.army.mil/ARIMS/App/MasterIndex/Search/Vi
ARIMS Home
Master Index Search Results
Folder Details

FOLDER DETAILS

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Create AO Folder
Close Folder
Close Detailed View

Folder Title:	IS Suspected Intrusions
Record Type:	Electronic
Location:	NA
RHA:	CFA
UIC:	W313AA
Unit Name:	US AHS
Office Symbol:	AAHS-RDR-R
Record Number:	400B
Retention Period:	30
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Mitchell Mckiver
Create Date:	3/19/2013 2:44:44 PM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

Edit Folder Details

Subject	Format	Date Filed or Email Sent	Author
IS Suspected Intrusions - Feb 2013.docx	Word	3/25/2013 11:43:15 AM	Mitchell P. Mckiver
IS Suspected Intrusions - Jan 2013.docx	Word	3/25/2013 11:43:16 AM	Mitchell P. Mckiver

Click on the hyperlink to view electronic the record

QUESTIONS

Summary

- ACRS simplifies the record number search process
- Creating ORLs process remains unchanged
- Prerequisites for running the BAT:
    - An Approved ORL
    - Creation of electronic folders
- After running the BAT, documents may take up to 24 hours to appear in the ARIMS Master Index, however, they are immediately available via the List Folders function.